

City of Lakeside
Position opening
Interim City Recorder/Manager
3-6 Months Duration
Hourly Position
DOE, EOE

POSITION REQUIREMENTS (Strong Accounting Background with knowledge of Quickbooks).

- Bachelor's Degree in Business/Public Administration or closely related field; Master's Degree given preference. Equivalent work experience may be considered in lieu of degree.
- Minimum eight years responsible experience in municipal government with at least five years in a supervisory or management position, or a combination of education and/or experience that demonstrate the ability to perform the required work as described herein.
- Shall have skill in grant application/procurement/administration from public and private entities.
- Shall have extensive knowledge of municipal government organization, powers, functions, and relationships with other governmental jurisdictions, principles and practices of public budgeting, finance, banking, reporting, and personnel management, assigning and supervising the work of others; office practices, procedures and methods, and of all legal requirements and procedures involved in conducting elections.

For an application and complete job description: www.cityoflakeside.org
City of Lakeside
P O Box L
Lakeside, OR 97449