

The City of Lakeside is accepting applications for the position of City Manager. Under general direction of the City Council, the City Manager performs general coordination of administrative affairs including personnel, planning, budgeting, purchasing, grant writing and management, public relations, and implements policy established by the City Council. The City Manager plans, organizes, directs, and controls the activities of all City Departments including, Administration/Finance, Public Works, and Library.

The ideal candidate will have thorough knowledge of municipal government organization, powers, functions, and relationships with other governmental jurisdictions. Candidate must also have thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diversified municipal government services, as well as knowledge of the principles and practices of public budgeting, finance and personnel management.

Considerable ability and skill is needed in establishing and maintaining cooperation and harmonious working relationships with City legislative and administrative officials and employees, representatives of business and government organizations, and the general public.

Candidate must be able to develop and prepare effective and complete correspondence and administrative reports. Ability to speak effectively in front of various groups is necessary.

Candidate must be able to analyze complex problems and conduct necessary research in solving them. Candidate must also be able to effectively plan, assign, supervise and review the work of others.

The equivalent of a Bachelor's degree is required in public or business administration, finance, planning or related field. A satisfactory combination of training and experience which demonstrates the knowledge, ability, and skills necessary to perform the duties of this position will be considered.

Pay: 60,000-70,000 DOE

Benefits: City paid insurance and retirement

Closing Date: 5:00 p.m. November 20, 2023

A completed City Application, cover letter and resume are required and should be emailed to [manager@cityoflakeside.org](mailto:manager@cityoflakeside.org). A complete job description and application can be found on the City of Lakeside website: [cityoflakeside.org](http://cityoflakeside.org)