



WELLSVILLE CITY CORPORATION

75 East Main
P.O. Box 6
Wellsville, Utah 84339
Phone: 435-245-3686
Fax: 435-245-7958

MAYOR

Thomas G. Bailey

CITY COUNCIL

Gary Bates

Mary Ann Degn

Karen Higley

Carl Leatham

Perry N. Maughan

DON HARTLE

City Manager

City Recorder

LEESA M. COOPER

City Treasurer

Notice of Employment Opportunity Wellsville City Corporation City Manager/Recorder

Job Description

The City Manager /Recorder is responsible for directing a variety of administrative processes that allow Wellsville City to operate. It is his/her job to implement and oversee policies crafted by the mayor and city council. He/she will interface with the community, government agencies, vendors and developers. The City Manager/Recorder will also oversee individual city departments and personnel. This person is also responsible for documenting and presenting the city budget annually and completing general ledger, accounts payable and payroll each month.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in business, public administration, or finance **OR** equivalent relevant experience and/or education.

Additional Information

Please refer to the Wellsville City Code; Title 1 - Administration, Chapter 6, Article A (1-6A) for a more detailed job description. The city code is available for viewing on the Wellsville City webpage, www.wellsvillecity.com under either 'Find It Fast' Ordinances, or under 'Records' Ordinances.

How to Apply

Please submit a resume to Wellsville City Corporation on or before **August 15, 2016 by 4:00 p.m.**

Wellsville City Corporation

Attention: Mayor Thomas G. Bailey

75 East Main

P. O. Box 6

Wellsville, Utah 84339

OR

tbailey@wellsvillecity.com

Wellsville City Corporation strictly complies with Utah State and Federal employment practices. As a condition of employment, all applicants must consent to and authorize a pre-employment verification of the information submitted on their applications and resumes. Applicants may be required to submit to a drug test. We reserve the right to reject any applicant.

"The Gateway To Bridgerland"