

CITY CLERK-TREASURER

Position Title: City Clerk-Treasurer

Agency Name: City of Nebraska City

Category: Exempt Office/Managerial

Location: Nebraska City, NE

Description:

Nebraska City, Nebraska (population 7,289; \$34.5 million budget), is the Home of Arbor Day – Where Great Ideas Grow. It has been referenced as a point on Nebraska’s “Golden Triangle” as it is located just 48 miles east of the Lincoln metro area and 51 miles south of Omaha.

Additionally, the Kansas City metro area is an easy two-hour drive south on Interstate 29.

Nebraska City operates the Nebraska City Utilities and utilizes a commissioner form of government with its five-person council consisting of the Mayor (commissioner of public affairs and public safety) and commissioners of the Department of Public Works; Public Accounts & Finances; Department of Parks & Recreation; and Department of Streets, Public Improvements and Public Property. For additional information, visit www.gonebraskacity.com and nebraskacityne.gov.

The City Clerk-Treasurer of Nebraska City must have five years of progressively responsible local government management or related experience and a college degree, preferably a Bachelor’s Degree in Business Administration, Public Administration, Political Science or a related field. Excellent communication, organizational and interpersonal skills are a must. Requirements may be waived in favor of comparable experience at the discretion of the Council. This is a full-time exempt position with full benefits. Annual salary range on an 8-step pay plan is currently \$59,072 to \$72,735.

The City of Nebraska City is an Equal Opportunity Employer. Applications will remain open until filled. Candidates must send a cover letter, resume, and three (3) references to:

David Partsch
City Clerk-Treasurer Search
1518 Central Avenue
Nebraska City, NE 68410

Or Electronically to: dpartsch@nebraskacity.com