

City Administrator

The Village of Pender, NE., 2019 population 1,204, seeks an experienced and energetic professional to serve as its City Administrator and lead it into a dynamic future. Pender is located in northeast Nebraska, 90 miles from Omaha and 39 miles from Sioux City, IA.

The City Administrator will be responsible for overseeing the daily operations of the Village of Pender, and must have a good working knowledge and understanding of federal, state and local laws, as well as budgets and financing relating to municipal government. Must be of high character, with a strong work ethic, and good decision-making skills. The candidate must also possess excellent verbal and written communication skills, and be able to build strong relationships within the Pender community and with other city, county, state and federal officials. Experience in securing and administering grant funding and knowledge of tax increment financing is highly desirable.

The ideal candidate will have a minimum of five years of experience of administrative, management or supervisory experience, preferably in a municipal or county government setting, or an equivalent combination of education, training and experience. Bachelor's degree in public administration, business administration, or a related field is required. MPA preferred.

Competitive salary is negotiable and dependent on qualifications.

Interested candidates must submit a letter of interest, resume, and three references to Matt Torczon, Village Board Chairman, at Village of Pender, P. O. Box 549, Pender, NE. 68047, or by email to pendervillage@abnebraska.com. Position open until filled.

Village of Pender
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