



## VACANCY ANNOUNCEMENT

**Job Title:** Assistant City Manager  
**Open Date:** January 9, 2019  
**Closing Date:** January 18, 2019 at 5:00 p.m.  
**Salary:** \$ 106,217 – 116,849  
**Job Type:** Full-time with benefits  
**Department:** Administration

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## JOB and DUTIES SUMMARY

To assist in the planning, directing, management, and review of the activities and operations of the City of Moore; provide supervision to assigned department directors; provide direction to department directors and other staff on city policies and management issues; coordinate city services and activities among city departments and with outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

## EDUCATION and EXPERIENCE

Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Finance, Accounting, Marketing, Engineering, or a similar field. A Master's Degree in an area of study listed is highly desirable.

Eight years of increasingly responsible experience in government or business management, including four years administrative and/or supervisory experience.

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## ALL APPLICANTS MUST COMPLETE AN APPLICATION

- Application and more information: <https://www.cityofmoore.com/departments/human-resources-1>.
- Selected applicant must pass a background investigation and drug screen.

**City of Moore is an Equal Opportunity Employer**