

JOB VACANCY NOTICE

The City of Graham is seeking applications for consideration for the position of City Manager.

The minimum requirements are:

A bachelor's degree in business, engineering, accounting or similar field from an accredited university.

- Applicable experience in a related field may be substituted for a degree on a two to one basis. For example eight years of similar experience may be substituted for a four year degree.

Two years of experience in the management of personnel.

Two years of experience in the management of budgets.

The preferred requirements are:

A master's degree in business management or other similar certifications.

Four years of experience in management of personnel and budgets.

Two years of experience in municipal management as a city manager, assistant city manager, public works director, chief of police, convention and visitor program director or other similar director level position.

The successful applicant must be able have an acceptable driving record and possess a valid Texas driver's license.

The position requires meeting with public and elected officials and:

- Be able to sit for long periods
- Be able to work outdoors during variable weather conditions
- Be able to operate a computer
- Be able to move up to 25 lbs
- Live within the corporate limits of the city within six months of hire.

The salary will be commensurate with experience.

To apply for this position a completed job application and a cover letter explaining how the minimum requirements are met must be received no later than March 13, 2015 at 5 pm at City Hall. A resume may be attached to the cover letter along with the application.

Applications may be obtained from Ms. Sandra Helvey at 429 Fourth Street Graham Texas or by calling her at 940-549-3324.

The City of Graham is an equal opportunity employee.