

WHITEHALL ELECTRIC UTILITY
WHITEHALL WATER DEPARTMENT
WHITEHALL SEWER DEPARTMENT

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CITY OF WHITEHALL

36295 MAIN STREET
P.O. BOX 155
WHITEHALL, WI 54773

The City of Whitehall is accepting applications from qualified applicants to fill a full-time vacancy for the position of: **City Administrator**.

Position includes directing and coordinating activities of all city departments and utilities, preparation of annual city and utility budgets, financial forecasting, investigates availability of funding sources and grant opportunities, reviews pending and adoptive federal and state legislation having an impact on local government and utilities, attends all City Council meetings, development of Ordinances and Resolutions, works with audit firm, reviews and recommends utility rates and revenue requirements, recommends construction projects, requests bids/proposals, and serves as benefit administrator.

The successful candidate must have knowledge of the principles and practices of local government and utility administration; financial administration; ability to compose clear and concise reports, memoranda, directives, and letters; and the ability to establish and maintain working relationships with the City Council, City Departments, and employees. A bachelor's degree or equivalent experience is preferred.

The position includes a comprehensive benefit package including medical, dental and vision insurance, Wisconsin Retirement Plan, life insurance, paid holidays, vacation, and sick leave. Salary will be based on experience.

To be considered, please submit your resume including salary expectations to the City of Whitehall at PO Box 155, Whitehall, WI 54773, or email whitehall@whitehallwi.com. The position will remain open until filled.

For further information you may email whitehall@whitehallwi.com or phone 715-538-4353, ext 2. The City of Whitehall is an equal opportunity employer and a drug-free workplace.