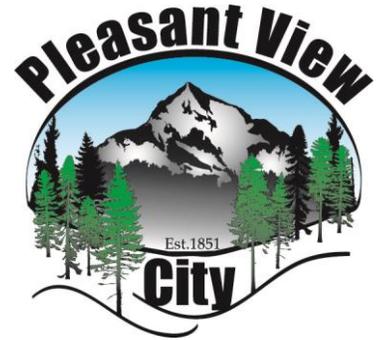


Memo



To: Current Pleasant View City employees
From: Laurie Hellstrom
Date: October 16, 2020
Re: Position opening

The following position is open to internal and external applicants. **The deadline for applications is 5:00 PM on Monday November 9, 2020.**

CITY ADMINISTRATOR – The City of Pleasant View City, Utah is recruiting for a City Administrator. Reporting to the Mayor and City Council, the City Administrator is a highly responsible position who oversees the day to day operations of the City. The City Administrator supervises the Public Works Director, Police Chief, Treasurer, Recorder/Finance Officer, Planner, Recreation Coordinator and Court Clerk. The City Administrator implements and enforces ordinances and policy set by the City Council and is responsible for public relations, human resources functions, risk management, emergency management, procurement, budgeting, and economic development. This position is classified as FLSA Exempt, and hourly requirements may exceed 40 hours per week. Salary to be negotiated. A 4-year degree in Public Administration, Planning, Business or a closely related field and/or an equivalent level of experience is required to include a minimum of five years' management experience, is required. The General Employment Applications and complete job description (ordinance) are located on the City's website (www.pleasantviewcity.com) or requested by emailing lhellstrom@pleasantviewcity.com. Please submit the application and a resume to lhellstrom@pleasantviewcity.com by Monday, November 9, 2020 at 5:00 PM. The City of Pleasant View is an Equal Opportunity Employer.