



City of Etna

City Manager Job Description

The City of Etna is excited to announce an employment opportunity to bring in a City Manager to assist the City Council in providing leadership and guidance to our city. Etna is a rural community located in Scott Valley in Siskiyou County, California.

Key Responsibilities:

Serve as the Chief Executive Officer of the City and oversee all City operations.

Provide leadership and direction to City staff and ensure effective communication and collaboration among departments.

Assist the City Council in the development and implementation of policies and procedures that promote the efficient and effective delivery of City services.

Prepare and manage the City's annual budget and ensure sound financial management practices.

Work closely with the City Council to develop long-range plans and goals for the City.

Represent the City in intergovernmental relations and with community organizations, businesses, and residents.

Ensure compliance with applicable laws and regulations.

Minimum Qualifications:

Strong leadership and organizational skills.

Excellent written and verbal communication skills.

Ability to build and maintain positive relationships with stakeholders, including City Council, staff, residents, and community organizations.

Desired Qualifications

Bachelor's degree in public administration, business administration, or a related field is preferred.

At least five years of experience in a senior management role in a nonprofit or public agency.

Knowledge of local government finance, including budgeting and accounting principles.

Knowledge of laws and regulations related to municipal operations.

Salary Range/Financial Compensation

Part Time – 80 hours a month at \$35.00 to \$45.00 per hour (depending on qualifications), including employee benefits which includes retirement and health insurance. The City of Etna would potentially entertain another structure or contractual agreement.

To apply, interested candidates should submit a letter of interest and a resume to Mayor Cliff Munson at c.munson@etnaca.com by April 24, 2023. The City of Etna is an equal opportunity employer and encourages applications from all qualified candidates.