

EMPLOYMENT NOTICE

The Jacksonville Civil Service Board will be accepting applications to establish a register for the position of **CITY ADMINISTRATOR** from 8:00 AM on April 23 through 2:00 PM on May 14, 2018. Applications may be obtained at the Civil Service Office located at 650 Mountain Street NW, Jacksonville, AL, 36265, or downloaded at www.jacksonville-al.org. Application and required documents can be hand-delivered or mailed to the Jacksonville Civil Service Board, or emailed in PDF format to: civilservice@jacksonville-al.org

QUALIFICATIONS

- Graduation from a four-year accredited college or university with a Bachelor's Degree in Accounting, or Public Administration, Business Administration, Finance or a related field, with a minimum 12 hours of course work in accounting, preferably supplemented by a related graduate degree or graduate-level coursework or training in governmental finance/accounting, auditing, or public administration.
- Five or more years of management experience in finance/accounting, preferably governmental, or a related field.

NECESSARY SPECIAL REQUIREMENTS

- Must be bondable.
- Must possess a valid driver license and a driving record suitable for insurability.
- Successfully pass the City's required pre-employment drug screening test.

Range: 36

Salary: Minimum - \$27.01; Maximum - \$44.65

EOE

Civil Service Board Contact

Pamela Mason, Civil Service Clerk
650 Mountain Street NW, Jacksonville, AL, 36265
(256) 435-9695
civilservice@jacksonville-al.org
Office hours: 8AM-2PM