

# CITY ADMINISTRATOR

The City of Hoschton will be accepting applications for the position of City Administrator.

Under general policy and executive guidance from the City Council, the City Administrator plans, organizes, integrates, fiscally administers, reviews and evaluates the activities, operations, programs and services of the City of Hoschton; serves as the top appointed executive in the City, responsible for carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and annual budget; ensures City government operations and functions effectively serve the needs of Hoschton residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties assigned by the City Council from time to time.

## Qualifications

- Bachelors or Masters in Business Administration required.
- At least 4-5 years experience.
- Experience in Municipal Government preferred.

For a more detailed job description and duties email [tkenerly@cityofhoschton.com](mailto:tkenerly@cityofhoschton.com) or visit our website at [www.cityofhoschton.com](http://www.cityofhoschton.com)

You may drop off or mail your resume to 79 City Square, Hoschton, Ga. 30548 or email it to [tkenerly@cityofhoschton.com](mailto:tkenerly@cityofhoschton.com)