



## City Administrator - Gretna, Nebraska

Gretna, Nebraska (Pop. 4,905) is one of the fastest growing communities in Nebraska which is seeking to fill the City Administrator opened position. This position is considered full time exempt. The City is known for its outstanding school system, a great quality of life, its regional shopping center and its strategic location between the two largest cities in Nebraska on I-80. Gretna is planning to move to a city of the first class after the census and its growth will continue to be very strong, with several new housing and commercial plats annually. The city has a Mayor/Council form of government with four members from two wards and a Mayor elected at large. Gretna is an ICMA recognized community and received a AA Bond rating from S&P in 2019.

Gretna is planning many improvements to the community to meet its significant growth. The water and sewer utility systems are in a continual growth mode. A new \$54.0 million park with an aquatic and recreation center has been approved by the voters and pre-construction planning has started. The trail system continues to expand as new developments are platted. Gretna is a regional partner on many initiatives including a county-wide sanitary sewer system, regional storm water systems, law enforcement, and an additional I-80 interchange serving Gretna.

The City Administrator serves as the chief administrative officer of the City and is responsible for the effective and efficient administration of all city services through the supervision of the Directors. The City Administrator is in charge of the City's day-to-day operations and oversees an operating budget of \$12.0 million. The overall budget for fiscal year 2021 is \$49.0 with \$30.0 in planned projects. The City has a workforce of 22 FTE employees with several part-time and seasonal positions.

### Qualifications:

- Master's degree in Public Administration with B.A. in related field.
- Minimum of three (3) years of work experience in public administration, with at least two (2) years in a supervisory context, or an equivalent combination of training and experience.
- Applicable certifications and experience may be substituted for education at the discretion of the Mayor and City Council.
- The candidate must have a strong work ethic and communication skills.
- Experience in strategic planning, personnel management, economic development, capital improvement programming, tax increment financing, planning and zoning, and excellent community relations.
- Must be bondable.
- Problem solving and critical thinking skills
- Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer.

### Essential Job functions include but not limited to:

- Ensures effective/efficient implementation of City Council policies, plans, directions, and priorities
- Ensures all city activities are performed according to applicable federal, state, and local regulations

- Researches/recommends to the Mayor and City Council various financial structuring and restructuring in cooperation with the City's fiscal agent
- Implements the instructions of the Mayor and City Council regarding all personnel matters
- Responsible for being an active participant and member of various committees and meetings. Is deeply involved in researching, strategizing, planning, and overseeing numerous activities and projects in support of the City of Gretna's strategic plan
- Coordinates annexation and economic development of the city; implements strategic plan
- Plans and directs an active public relations program including but not limited to press releases, public appearances, and addressing the concerns of citizens, community groups, and representatives of organizations

Advertised salary is \$108,555 - \$119,620 DOQ with excellent benefits.

- Starting salary range is dependent on qualifications, plus a benefit package which includes health, dental, eye, life, and disability coverages plus employee deferred compensation plan, vacation, sick leave, holidays, and PTO. The City of Gretna is an equal opportunity employer.

Contact:

- Send your resume in confidence to the attention of HR, Tammy Tisdall either
  - By mail to City of Gretna, PO Box 69, Gretna, NE 68028
  - OR
  - Email to [tammy@cityofgretna.com](mailto:tammy@cityofgretna.com)
  - To check out the full job description, please visit the city website at [www.gretnane.org](http://www.gretnane.org)
- All Resumes must be received by March 15, 2021
- For questions please call Tammy Tisdall at 402-332-3336 ext. 1210