

Job Announcement*

The City of West Point, MS announces plans for hiring of a Deputy Chief Administrative Officer (DCAO). Ultimately, the Board of Mayor and Selectmen will approve the hiring of the top candidate.

Summary

- Reports directly to the CAO or the Mayor in the CAO's absence
- Plans, organizes, and coordinates general operations of all departments for municipal services in the absence of the CAO
- Provides general and specific staff assistance to the Mayor, the Chief Administrative Officer (CAO) and aggregate members of the Board of Mayor and Selectmen for personnel and technical matters
- Works under general guidance and direction of the Mayor and CAO

Salary: \$60K - \$75K, partial health and life insurance, MS PERS retirement. A full job description, primary, and additional duties are available at www.wpnet.org.

Deadline for resumes: Friday, June 18th, 2021, at 5:00 p.m. Interviews will be conducted between Monday, June 21st, 2021 and Friday, June 25th, 2021.

Interested applicants should send resumes to:

City Hall
Attn: Delores Doss, HR & Deputy City Clerk
ddoss@wpnet.org
P.O. Box 1117
West Point, MS 39773
Ph. 662-494-2573 fax: (662) 495-2007

***Publication Schedule:**

Daily Times Leader:	Sunday, May 30 th , 2021 and Sunday, June 6 th , 2021
Tupelo Daily Journal:	Thursday, June 3 rd , 2021 & Thursday, June 10 th , 2021
Commercial Dispatch:	Thursday, June 3 rd , 2021 & Thursday, June 10 th , 2021
MML Website:	Sunday, May 30 th , 2021