

## Job Announcement Deputy CAO

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

### **Education and /or experience:**

- Graduation from an accredited four-year college or university
- Position can be supplemented by an advanced degree in public administration
- Must be experienced in progressively responsible public administration work (5–10 years preferred) and/or have an equivalent combination of education and experience that provides the following knowledge, abilities and skills:

### **Knowledge of:**

- The organizational structure, operating methods and procedures of municipal government principles of supervision and training
- Principles of budgeting and financial management
- Laws, ordinances, regulations, and statutes that govern the City of West Point
- Appropriate safety precautions and procedures
- Be able to read and understand basic engineering drawings for construction, to include plumbing, electrical, HVAC, mechanical, and landscape
- Understand or be able to research environmental law and potential project impacts

### **Ability to:**

- Apply principles of logical thinking to a wide range of intellectual and practical problems Analyze administrative operations accurately and present clear and concise recommendations
- Interpret administrative policies accurately and to gain the cooperation of Department Heads and employees in their effective enactment
- Work effectively with elected officials, officers of the City, Department Heads, representatives of other agencies, other city employees, and the general public
- Plan, assign, delegate, and direct work of administrative and supervisory personnel
- Represent the City effectively before the City Board, other governmental agencies and officials, organizations, and the general public

### **Language/Interpretation Skills**

- Ability to communicate effectively, orally, in writing, and electronically
- Ability to meet, speak, and deal effectively with public officials and the general public
- Ability to read, analyze and interpret financial reports and legal documents

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](http://www.wpnet.org). Interested applicants should respond to:

Delores Doss, HR Deputy City Clerk

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