

800 W. Main Street  
Clarksville, TX 75426



Main: 903-427-3834  
www.clarksvilletx.com

## JOB VACANCY NOTICE

**All positions are generally posted until filled. Inquiries should be made as to the availability of the position.**

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Job Title: City Manager

Date: August 14, 2018

Work Location Address: 800 W. Main Street, Clarksville, TX 75426

Refer to: Tammy Quick, City Secretary

Telephone: 903-427-3834

No. of openings: 1 Duration of Job: Full Time

Shift Schedule: 8 a.m. to 5 p.m. plus meeting and emergency events

Wage: DOE

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### MINIMUM EDUCATION, EXPERIENCES AND TRAINING REQUIRED:

1. Bachelors Degree in Public Administration or related Field of Municipal Government, or 2 years practical experience as City Manager
  2. Applicable Texas Operators License
  3. Must be Bondable
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### JOB DESCRIPTION:

Supervises the Department Heads of all City Departments. Makes the annual budget recommendations to the city council based on the advice and counsel of all Department Heads. Approves purchase orders. Serves as signatory and Investment Officer for the City.

Please see City Manager Job Description Ordinance for a full details.

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Completed application or resume' will be accepted at the following location, via facsimile or email:

CITY OF CLARKSVILLE  
ATTN: Tammy Quick, City Secretary  
800 WEST MAIN ST.  
CLARKSVILLE, TX 75426; or

Fax (903) 427-3907; or Email: [citysecretary@suddenlinkmail.com](mailto:citysecretary@suddenlinkmail.com)

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**AN EQUAL OPPORTUNITY EMPLOYER**