

### **Administrative Services Director**

The City of Morristown is seeking applicants for the position of Administrative Services Director. This position is the City's authority on all aspects of financial management and requires a comprehensive understanding of city government finance. Director manages the accounting, accounts payable, payroll, tax collection, purchasing, debt service and cash management functions of the City. The position also oversees human resources, information systems, and risk management. Candidates should demonstrate management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. A bachelor's degree with major coursework in public or business administration, accounting or a related field is required. Preference will be given to candidates with professional certification. If not certified, must be able to attain compliance with the provisions of the Municipal Finance Officer Certification and Education Act of 2007 within 18 months of hire. Salary DOQ within a pay range of \$60,000 to \$89,000; comprehensive benefit package offered, including TCRS pension. Applications will be accepted until position is filled. Mail resume and cover letter to: City of Morristown, P O Box 1499, 100 W 1st North St., Morristown, TN 37816-1499, attn: City Administrator. Information about the City can be obtained from the City's website [www.mymorristown.com](http://www.mymorristown.com).