



The Town of Mason is taking applications for the full-time position of a Town Administrator/Manager. The Administrator will perform executive, administrative, technical, and professional work in directing the day-to-day operations. This position works under the guidance of the Board of Alderman and supervises all municipal employees, working through the Department Heads and Supervisors.

Qualifications: Preferred bachelor's degree in public administration, Political Science, Business Administration, or closely related field from an accredited college; or equivalent hands-on experience as a City Administrator or leadership role of similar job.

Position is full-time and will require possibly several evening meetings each month. Please send e-mail or fax a resume' and contact number to: (Fax) 901 294-2307 (Phone) 901 294-3525 (E-mail) lharris@townofmasontn.org

The Town of Mason is an Equal Opportunity Employer.