



January 23, 2019

Dear Interested Applicant:

Thank you for your interest in our Utility General Manager position. We appreciate you taking the time to learn about our community and our utility operation. We take a great amount of pride in the services provided to our customers. As indicated in the job announcement we are looking for the right person to be our new leader in this function of city services. We hope you will consider applying for this position.

In the various links on this webpage (page address listed below), there is information that will be useful for you as you look at this position: Job Announcement, City of Wahoo Organizational Structure, Benefits Information, and our required Job Application. In submitting your application for this position, we ask that you please include the following: 1) a cover letter offering the reasons you are interested in our community and specifically this job, 2) a resume, and 3) the completed City of Wahoo Job Application form. If there is information requested on the application form (such as employment history) that is contained in your resume it is not necessary to duplicate that information. However, we do need the application form completed, signed, and returned as part of your application packet.

<http://www.wahoo.ne.us/vnews/display.v/SEC/City%20of%20Wahoo%7CEmployment%20Opportunities>

As indicated in the job announcement, our first round of review of applications will begin on February 15, 2019. If you are reviewing this information after that date and you are interested, please submit your application as we will leave this position open until filled.

We look forward to receiving your application. If you have any questions about the process, our community, or the position, please feel free to email or call.

Sincerely,

Melissa M. Harrell
City Administrator/Treasurer
harrell@wahoo.ne.us