

**** The City of Saxman is now accepting applications for a City Administrator. ****

Compensation:

Depending on experience (\$70,000 to \$85,000 /year including benefits such as health insurance for employee, paid holidays, etc. An outline of the benefits can be obtained at the City Hall.

Appointed By:

Mayor/City Council

Brief Description:

The City Administrator is responsible for the efficient administration of all affairs of the City. The City Administrator shall plan, direct, and coordinate through staff, the various services and activities as determined by the City Council in accordance with the City Ordinances. Establish marketing and develop business opportunities for Totem Park.

QUALIFICATIONS:

Experience and Strengths:

- High School diploma or equivalent, advanced education and/or certifications preferred.
- Able to pass criminal and registry background checks
- Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions
- Ability to communicate courteously and professionally to reflect a positive image of the City of Saxman to its customers, the public and other stake holders
- Ability to express self logically and concisely in both oral and written form
- Ability to access and interact with computer control systems
- Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature
- Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
- Ability to work independently and efficiently
- Ability to adjust work schedule to preform necessary duties
- Ability to handle confidential matters
- Ability to read, write and verbally communicate effectively
- Previous management experience necessary
- Ability to pass and maintain required training.
- Strong computer skills including use of standard Office programs, accounting software, maintaining databases, and navigating websites and online media.

Interested applicants should call (907) 225-4166 for any questions pertaining to this position. Applications and a full job description can be obtained at the City Hall in Saxman during our regular business hours and can also be found online on our website www.cityofsaxman.com

***** Applicants may be required to take an oral and written test in place of relevant experience *****

For a full job description, qualifications, and application please contact City Hall at (907) 225-4166 ext. 1 **or** stop by our office located at 2841 South Tongass Highway **or** email your request to dclerksaxman@kpunet.net with the subject line: City Administrator Application.