

**JOB TITLE: City Administrator**

**Job Title: City Administrator**

**Position Summary:** The City Administrator is the chief administrator and functions as a member to the city council team, assisting the council by providing professional administrative support and carrying out those duties prescribed by law (AS 29.20.500), necessity, and custom. Prepare the annual budget and capital improvements program for the council , Miscellaneous accounting, quarterly reports, prepare accounts receivable and payable, payroll, transcribing minutes, filing, Microsoft word and excel, monthly financial reports for the council members, reconcile bank statement balance, prepare journal entries, prepare vendor billing for computer entry, print checks for signature, prepare monthly and annual budget, reconcile bank statement balance, property and employee insurance. Other duties

**Essential Duties and Responsibilities:**

- Supervision of day-to-day operations of all city departments and staff, directly and through department heads
- Oversight of all hiring, firing, disciplining and suspensions
- Preparation, monitoring, and execution of the city budget, which includes submitting each year to the council a proposed budget package with options and recommendation's for its consideration and possible approval
- Main technical advisor to the council on overall government operations
- Public relations, such as meeting with citizens, citizen groups, businesses, and other stakeholders when Mayor is not able to
- Operating the city with a professional understanding of how all city functions operate together to their best effect
- Attend all council meetings, but does not have any voting rights
- Administer and implement all programs from granting agencies
- As necessary, draft and submit grant proposals to meet the needs of the City of Newhalen
- Accounting Basics: Prepare and cut checks, payroll, taxes and resolve issues
- Represent the City of Newhalen at meetings, workshops and various gatherings
- Additional duties that may be assigned by the council

**Job Requirements:**

- High School Diploma or equivalent. College degree preferred but not required
- Great written and oral communication skills
- Have the ability, knowledge and experience to administer and implement programs, including the management of finances, with little to no supervision
- Experienced with supervising, mentoring or aiding employees under his/her supervision

**Salary: DOE**

**CITY OF NEWHALEN**

**P.O. Box 165**

**Newhalen, Alaska 99606**

Ph. (907) 571-1226 FAX (907) 571-1540

cityofnewhalen@yahoo.com