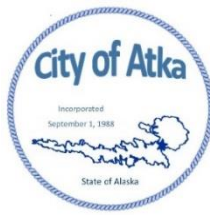


Administrator
8427 Laviento Drive #104
Anchorage, AK 99515
Ph: 907-522-0384
Email:
dirksjuliae@gmail.com



Atka Office
P.O. Box 47070
Atka, AK 99547
Ph: 907-839-2233
Fax: 907-839-2234

City Administrator Job Opening

The City of Atka is seeking applicants for the position of City Administrator. Atka is a remote rural community located in the Aleutian Islands about 1,100 miles from Anchorage. The City Administrator is based in Anchorage with travel to Atka two times each year or more if required.

The position is responsible for administration of all City operations, management of City finances, budgeting, grant writing, administration, project management, and other duties as required. Applicants must have the knowledge and skills needed to perform accounting functions of the City.

A four-year degree is preferred. Work experience with a rural local government may be substituted. Prior work with municipal or non-profit accounting is necessary. The City Council is looking for someone with good written and verbal communication skills who can work cooperatively with individuals and groups.

The City Administrator is a salaried position with the expectation that the person hired will work a minimum of 30 hours each week. Salary is DOE. Benefits include: 16 paid holidays, personal leave, and participation in the State of Alaska Public Employees Retirement (PERS) system.

To apply send resume, 3 references and salary requirements to:

City of Atka
8427 Laviento Drive #104
Anchorage, AK 99515

Deadline for receipt of applications is April 15, 2018. The full job description can be requested by sending an email to: dirksjuliae@gmail.com

The City of Atka is an EEO employer.