

POSITION ANNOUNCEMENT
CITY OF NULATO

Job Title: City Administrator
Deadline to Apply: Until position is filled
Location: Nulato, AK

The City of Nulato is recruiting for a City Administrator. This position will be responsible for the management of the city's finances, procure and administer all federal and state grants, and must have the knowledge and ability to maintain and troubleshoot QuickBooks and computer issues. This position requires the working knowledge, skills and ability to administer governmental accounting systems and finances. Must also have good reading and writing skills and the ability to take direction from supervisor. Must be able to exercise independent judgement in accomplishing assigned tasks, work well with others and be able to communicate effectively, professionally and courteously with the public.

The following are the minimum qualifications for the position: High School Graduate or equivalent (GED); and a bachelor's degree or a combination of higher education and relevant work experience to equal four years. One year of supervisory or management experience required.

Experience directly related to municipal financial accounting is preferred.

Hours are six hours per day with additional hours up to 40 hours per week if needed.

Pay: \$19.00 per hour
Supervisor: Mayor
Classification: Full-time Permanent
Benefits: This position is a PERS Position and the applicant will be enrolled into Public Employee Retirement System PERS, after three months probation is up. This position is also eligible to sign up for AFLAC Benefits.

If interested please submit a City of Nulato job application, resume and two references to the Nulato City Office. For additional information you may call (907) 898-2205 or e-mail nulatotreasurer@gmail.com. Applicant must be willing to submit to pre-employment drug testing.