



Job Opening

Job Title: City Administrator
Pay Rate: Based on employment contract
Department: Administration, City of Craig
Date Posted: September 17, 2021

Position Summary

The city administrator shall, under the direction of the mayor, perform and supervise work of city staff, including fiscal, personnel, supply, training, public information and planning services.

Qualifications

- At least three year's work experience as city administrator, or relevant municipal experience in another supervisory position, preferably in Alaska.
- Bachelor's or master's degree in public administration, rural development, or related field.
- Demonstrated knowledge of Title 29 of Alaska Statutes.
- Demonstrated knowledge of strong mayor form of local government.
- Any combination of education of a bachelor's degree and work experience that provides the applicant with the skills, knowledge, and ability required to perform the duties of the position.
- Must be bondable.
- Must embrace and support the City of Craig mission and its implied values and behaviors.

Hours of Work

Nominal work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.
Applicants are advised that the City Administrator must devote time outside the normal working hours to the business of the city.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. **Position open until filled.**

The City of Craig is an Equal Opportunity Employer