**Job Title:** Craig City Administrator

**Pay Rate:** Contractual

**Department:** Administration, City of Craig

**Immediate Supervisor:** Mayor

**Date Revised:** 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. To the extent the mayor delegates in writing any of the mayor’s chief administrative officer functions, the administrator shall perform those delegated functions, and shall make such reports thereon to the mayor as the mayor may require.

**Duties & Responsibilities**

* The authority of the City Administrator, consistent with State law, City code, and the degree to which the Mayor (as Chief Executive Officer) has delegated any of the Mayor's CEO functions pursuant to Craig Municipal Code Sec. 2.04.040(D), shall include, but not be limited to the following: the overall management, administration and direction of City operations; the hiring, disciplining and terminating of City employees; the negotiation, execution and administration of City contracts within budget appropriations pursuant to City policy and code; demonstrate thorough understanding of construction project planning and scheduling, with a detailed understanding of time lines and project sequencing.
* Demonstrate comprehensive understanding of the bidding process and skills to engage professional services.
* Possess a strong ability to develop and maintain productive relationships with Federal and State officials.
* Assist in drafting ordinances, resolutions, proclamations, communications, and official positions for Council consideration; Attend all Council meetings, assists with development of Council agendas and prepares an administrator report dealing with each agenda item specifically, and with other on-going projects and issues generally.
* Oversee the development of grants and the implementation of grant-funded projects. May be identified as the main contact/responsible party for some grant projects.
* Policy advice to elected officials and open communication with the community so as to foster responsive and courteous public service.
* Oversee and participate in the development and administration of the City’s budget; direct forecast of funds needed for staffing, equipment, materials, and supplies.
* The manager operates in a professional office environment and routinely uses standard office equipment requiring strong computer skills, Microsoft Office skills, spread sheets as well as Internet research abilities and strong communication skills.

**Supervisory Responsibilities**

The City Administrator directly supervises all department managers within the city, and indirectly supervises all other city employees.

**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.

**Language Skills**

Ability to read and interpret documents such as municipal code, policy and procedure publications, safety rules, operating and maintenance instructions, and contracts. Ability to write routine and ad-hoc reports and correspondence within deadlines. Ability to speak effectively before groups of residents or employees of the city.

**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. The Administrator position is exempt under the Fair Labor Standards Act (FLSA). As such, the Administrator is not eligible for overtime or compensatory time provisions available to other employees of the city, except as provided under a contract of employment with the city.

**Mathematical Skills**  
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**  
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to address complex issues and recommend and implement solutions.

**Physical Demands**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Employment Contract**

The position of City Administrator is under contract; therefore, the most current contract should be referred to regarding all aspects of the position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement: We consider applicants for all positions without regard to any legally protected status under local, state, or federal law