



## JOB ANNOUNCEMENT

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### **City Administrator**

#### **Full-time Exempt Position**

#### **Salary**

***\$9,166-\$12,500 per month***

The City of Ocean Shores is accepting applications for a full-time City Administrator. Duties include but are not limited to: Assisting the Mayor and City Council in the performance of their duties; supervising, administering, and coordinating the activities and functions of various City officers, departments, commissions, and boards in accordance with City ordinances, good government, state and federal statutes, and the policies of the Mayor and City Council, assuring the effectiveness and efficient utilization of City employees, funds, materials, facilities, time and optimum services to the community

Qualifications include a Bachelor's or Master's degree in Public Administration or a related field, knowledge of the principals, practices, and methods of public government, ability to prepare budgets, track expenditures, and conduct project cost estimating. Prior experience as a Supervisor, or Administrator in the public sector is preferred. A combination of education, training, and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered. A valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier is required.

For a complete job description and application, visit [www.osgov.com](http://www.osgov.com) or contact [dasmith@osgov.com](mailto:dasmith@osgov.com).

**Please submit 1) completed application, 2) supplemental questionnaire, 3) résumé, and 4) cover letter to City Hall in one of the following ways:**

- **In Person:** 585 Pt. Brown Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** [dasmith@osgov.com](mailto:dasmith@osgov.com)

**First Review 01/17/19**

**This position is open until filled**

The City of Ocean Shores is an Equal Opportunity Employer.