

City Manager Administrative Assistant • City of Craig. Fulltime position with exc. benefits. **\$42,436.48/yr.–\$54,195.08/yr.** This position assists the city manager and other departments with special projects including supporting a strong social media presence for the city through development of social media content designed to inform and engage citizens in the community. Prefer at least 3 – 5 years of general office experience and experience working with social media in a professional environment; experience working in a team environment; Prefer grant writing experience. Must possess a valid Colorado driver’s license. Must pass pre-employment drug screen, motor vehicle and background check. Complete application/job description available at www.ci.craig.co.us “Employment Link”, gduran@ci.craig.co.us, or Craig City Hall, 300 W. 4th St., Craig. 970-826-2010. **Deadline:** November 21, 2018. **EOE/ADA**
