

**City Manager Executive Assistant • City of Craig.** Fulltime position with exc. benefits. **\$54,100/yr.–\$69,243/yr.** This position assists the city manager and other departments with special projects along with creating, expanding and supporting a social media presence for the city. Pref. grant writing exp. Bachelor’s degree required; may consider equivalent of extensive job related work 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](http://www.ci.craig.co.us) “Employment Link”, [klarson@ci.craig.co.us](mailto:klarson@ci.craig.co.us)., or Craig City Hall, 300 W. 4<sup>th</sup> St., Craig. 970-826-2010. **Deadline:** January 12, 2018. **EOE/ADA**

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