The City of Dorris is seeking a City Administrator. Dorris maintains rural hometown friendliness, with family-oriented qualities. To learn more about Dorris visit [www.dorrisca.us](http://www.dorrisca.us).

**Recommended Education and Experience:**

 Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field or five (5) years of experience as a municipal administrator.

**Necessary Knowledge, Skills and Abilities:**

 Considerable knowledge of modern policies and practices of public administration; strong working knowledge of municipal finance, human resources, public works, public safety, grant writing, and community development.

 Skill in preparing and administering municipal budgets; proficiency in planning, directing and administering municipal programs.

 Ability to prepare and analyze comprehensive reports; aptitude to carry out assigned projects to their completion, communicate effectively verbally and in writing, establish and maintain effective working relationships with employees, city officials and the public, efficiently and effectively administer a municipal government. Must be bondable.

 Requires frequent use of computer and software, including Microsoft Office Suite and use of standard office technology. Other duties as assigned.

**Deadline for Application is February 28th, 2025 by 4 p.m.**

Applications need to be submitted to: City of Dorris, P.O. Box 768, Dorris, CA 96023 or emailed to cityadmin@cot.net.

Application can be picked up at the City of Dorris, 307 S. Main Street, Dorris, CA or on the City website listed above or by requesting through email address listed above.