



## CITY OF MORO

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### **JOB POSTING**

#### **City Administrator**

The City of Moro is currently accepting applications for the position of City Administrator. This is a regular part-time position, 32hr/week or 0.80 FTE

#### **General Statement of Responsibilities**

The City Administrator is responsible for the administration of the City's daily business, long-term planning, and standard operating policies and procedures. Proficiency in computer and office skills required. Experience in Accounting, Budget and Payroll would be helpful. The position will handle paperwork that is highly confidential, complex, and sensitive in nature. Applicant should possess effective written and oral communication skills and able to work and make decisions independently using effective time management

#### **Salary**

Salary is \$20 per hour, depending on experience, plus excellent benefits and retirement.

**Minimum Qualifications**-A High School Diploma or equivalent (College Degree is preferred); AND 12 months of general office experience (prior government experience preferred); OR any equivalent combination of education and experience which ensures the ability to perform the essential functions of this position

#### **To Apply**

Please submit a cover letter detailing the top qualities you would bring to this position, as well as a completed application and resume. Application materials will only be accepted electronically and can be emailed to [morocityhall@cityofmoro.net](mailto:morocityhall@cityofmoro.net)

The complete job description and application are available online at [www.cityofmoro.net](http://www.cityofmoro.net).

#### **Position is Open Until Filled.**

While not part of initial applicant screening, any offer of employment will be contingent on the applicant passing a background, and/or criminal history investigation. The investigation will be made subject to and in accordance with applicable law.

#### **Veteran's Preference**

In accordance with applicable law, veterans who meet the minimum qualifications for the position may be eligible for veterans' preference in public employment. The City of Moro is an equal opportunity employer.

The City of Moro reserves the right to reject any or all applicants