

**EXECUTIVE ADMINISTRATOR
CITY CHARTER COMMISSION**

Provides executive and staff assistance to the Charter Commission for the City and County of Honolulu; supervises Commission staff, conducts research, writes reports and correspondence; drafts proposed charter amendments to the Charter for the City and County of Honolulu under the Commission's direction; plans and coordinates various administrative activities essential to the functions of the Commission; communicates and acts in a liaison capacity between the Commission and private citizens, government agencies and community groups; and performs other related duties as required by the Charter Commission. One year contract with possible monthly extensions. Salary range is up to \$100,000, negotiable and commensurate with experience. Resume and one writing sample must be received by 3:00 p.m., May 11, 2015, to:

Via mail: Charter Commission EA Search, Council Boards & Commissions;
530 S. King St., Rm. 202, Honolulu, HI 96813; or

Via email: cclbc@honolulu.gov; or

Via fax: (808) 768-1183.

No phone calls, please.

THE CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER