

**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 is negotiable and commensurate with experience. Send resume and one writing sample by March 30, 2015, to: Council Boards & Commissions; 530 South King Street, Room 202, Honolulu, Hawaii 96813. You have the option of faxing your resume and writing sample via 768-1183. THE CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.