

JOB BULLETIN:

**Executive Assistant**

*Administration Department*

The City and Borough of Wrangell is hiring an **Executive Assistant** to support our Administration Department. This is a permanent, full-time, salaried position offering a competitive monthly salary ranging from **$5,148.23 to $6,529.20** (Grade 26) and a full benefits package.

Applications will be accepted until **5:00 P.M. on Friday, July 25th, 2025**, with an initial review of candidates beginning on **July 28th, 2025**. If no candidate is selected during this first review, the position will remain open until filled.

To apply, please submit a cover letter, résumé, and completed employment application. Applications may be sent via email to [**rmarshall@wrangell.com**](mailto:rmarshall@wrangell.com) or delivered in person to City Hall at **205 Brueger St., Wrangell, AK 99929**.

The full job description and employment application are available online at [**www.wrangell.com/jobs**](http://www.wrangell.com/jobs).

The City and Borough of Wrangell is an equal opportunity employer.

Thank you,

Mason F. Villarma

Borough Manager