



CITY OF KENAI, ALASKA

Position Announcement

Administrative Assistant III at the Kenai Senior Center. Full-time, \$25.12 per hour plus excellent benefits package. The Assistant performs a broad range of specialized administrative support duties on behalf of the Senior Center. Duties include maintaining a variety of files, documents, records, and data bases, coordinating the Medicaid billing process, assisting with senior housing and facility rentals, and fundraising. The position requires one year of experience related to senior program operations or senior disabilities services, five years of administrative support experience involving a high level of public contact or two years education with an emphasis in human services. Experience with Choice Waiver and Title III Programs is desirable. Position announcement, job description and application are available through the Alaska Job Center Network, (907) 335-3010. Submit resume and City of Kenai application form by end of business on August 18, 2017, to Peninsula Job Service 11312 Kenai Spur Hwy., Kenai, AK 99611. The City of Kenai is an equal opportunity employer. For more information about the City of Kenai, visit our home page at www.kenai.city