



Position Opening – Deputy Borough Clerk

The Petersburg Borough is accepting resumes for a Deputy Borough Clerk.

The Deputy Clerk, under supervision of the Borough Clerk, assists in all administrative services performed for, and provided to, the Assembly, Borough Manager, Department Heads, Borough employees and the general public. Typical duties include: Meeting agenda and minutes preparation, attendance at meetings, preparation and conduct of municipal elections, information gathering and report writing, public records management and requests, planning and conduct of special events, collective bargaining preparation, employee recruitment and new hire paperwork, payroll support, and a wide variety of other administrative tasks. The Deputy Clerk works with both public and private information and performs all duties of the Borough Clerk in the Clerk's absence. Confidentiality is a required duty of the position.

This is a full-time, salaried position, exempt from union representation and overtime, with an annual salary range of \$54,000 - \$60,000, and a benefit package equal to other Department Head positions of the Borough. Three to five years of responsible administrative experience is required. High level communication and organization skills are required. Availability to work varying hours, including evenings, weekends and holidays is required. Experience in agenda and meeting minutes preparation, research and drafting of public documents, payroll and employee recruitment preferred.

A complete job description can be obtained from the Borough's website at www.ci.petersburg.ak.us. To apply, submit a letter of interest explaining why you are interested in the position along with a resume to: Debra Thompson, Petersburg Borough, PO Box 329, Petersburg, AK 99833 or via email to dthompson@petersburgak.gov. Letters of interest and resumes will be accepted until the position is filled. The first resume review date is April 13, 2018.

3/16/2018