



## CITY OF SEWARD POSITION ANNOUNCEMENT

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The City of Seward is hiring an Administrative Assistant for the Harbormaster's office. This is a regular full-time position with benefits, starting pay \$15.90/hr. Duties include but are not limited to accounting and billing preparation of all vessels utilizing the harbor or port facilities and receipt of fees. Maintains the department's financial files, including appointment calendars for facility usage; assists the Harbormaster and Deputy Harbormaster with Harbor related contracts, correspondence and leases, maintains the wait lists and issues slips annually.

Requirements include: High school diploma or general education degree (GED), one year of technical school preferred. One year of related experience in account maintenance, bookkeeping, clerical, cashiering, or closely related work experience; successful completion of course work or training in a related field. Requires ability to monitor several tasks at once.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from the City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing [HR@cityofseward.net](mailto:HR@cityofseward.net) . Position open until filled.

**The City of Seward is an Equal Opportunity/Affirmative Action Employer**