

CITY OF UNALASKA
Department of Ports and Harbors
JOB ANNOUNCEMENT
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply.
UPDATED

TO THE PUBLIC: October 9, 2018
IN HOUSE POSTING: October 2, 2018

The Department of Ports & Harbors is accepting applications for the position of: **Billing and Scheduling Clerk**. The Position is open for applications until filled.

GENERAL DESCRIPTION: Under moderate supervision, this position coordinates vessel berthing assignments and cargo placement for the Unalaska Marine Center facility. Position provides administrative support and assistance to Port Director.

EXAMPLES OF WORK: Coordinate vessel-berthing assignments for the UMC and associated dock facilities. Schedules and prioritizes berthing and placement in accordance with customer requirements, seasonal needs, preferential use agreements, Port tariffs, various facility operating plans, Title 18, and other related codes, rules, and regulations to ensure best efficiency for use of port facilities. Reconciles discrepancies and troubleshoots to resolve and/or avoid operational conflicts with contractual, preferential and general users of the UMC. Monitors and verifies paperwork and flow related to vessels, cargo movements, and ensures accuracy of billing source documentation. Manage port/airport department records and retention program, including maintenance of port/airport department original documents and prepare vessel, airport tenant and land use billing. Works with City Finance Department to maintain and enhance accurate billing, payment, and deposit procedures. Assist with special projects for Port as directed by Port Director. Respond to requests for information from the public, consultants and representatives from the Maritime, State, local & Federal agencies. Coordinate travel arrangements, including travel requests and per diem, coordinate any advertisement on behalf of the Port Department; maintain department calendar; prepare Monthly and Annual Reports; check time sheets for accuracy. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Qualified candidate will have basic Maritime industry knowledge, must have a wide range of clerical and administrative support skills with a high emphasis on detail, accuracy and confidentiality. Must have previous office or business experience. Must have strong organizational, interpersonal, communication, math, and analytical skills. Must have the ability to meet frequent deadlines, and handle multiple tasks with changing priorities. Must have the ability to work independently as well as be a contributing team member.

EDUCATION AND EXPERIENCE: High school diploma or G.E.D. required. Two years of related experience, preferably in a public sector environment. Other combinations of education and experience that could provide the required knowledge, skills and abilities listed will be evaluated on an individual basis.

LICENSES AND SPECIAL REQUIREMENTS: Valid Alaska Drivers License or ability to obtain. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work.

TO APPLY: Please submit a City of Unalaska Application packet. Job description and necessary forms are available at City Hall, by calling Administration at 907-581-1252, or by downloading at www.ci.unalaska.ak.us. Return completed forms to: Administration in City Hall; by mailing to P.O. Box 610, Attn: Administration, Unalaska, AK 99685; e-mail to mmurdock@ci.unalaska.ak.us; or fax to 907-581-4469.

Union Scale: \$23.28-\$24.69 per hour

Regular Full Time
Excellent Benefits

Must present work authorization identification within 3 days of hire (INS requirement).
Job Descriptions and applications are available at City Hall or call Human resources at 581-1251.
Return completed applications to Human resources.
All Applications will be kept on file for 90 days.