

CITY OF PORT HEIDEN  
PO BOX 49050  
PORT HEIDEN, AK 99549  
(907) 837-2209 FAX (907) 837-2248  
[City.portheiden@gmail.com](mailto:City.portheiden@gmail.com)

**JOB OPENING**

**Position:** Administrator/Clerk/Treasurer

- Pay DOE
- 6 hours Monday through Friday

**Qualifications:**

- Valid Alaska driver's license
- Experience
- Able to work well with others and good people skills
- Willingness to attend trainings, as necessary

**City Administrator Responsibilities:**

- Supervise city employees and administrative officers
- Supervise enforcement of city law
- Assist the council in preparing an annual budget
- Execute the budget as adopted
- Make monthly reports to the council on city finances and operations
- Report to the council at the end of each fiscal year on the finances and administrative activities of the city
- Prepare and make available for public distribution an annual report on city affairs
- Serve as city personnel officer by maintaining personnel files, conducting annual performance evaluations of supervised employees, addressing employee concerns, and updating employee job descriptions
- Organize monthly safety meetings between city staff
- Ensure that the city is covered by required insurance policies
- All other city managerial and administrative duties as necessary

**Clerk Responsibilities:**

- Give and post notice of the time and place of council meetings both to the council and to the public
- Attend and keep minutes of council meetings
- Arrange publication and posting of notices, ordinance, and resolutions
- Maintain and make available for public inspection city ordinances, resolutions, rules, regulations, and codes
- Attest deeds, ordinances, resolutions, and other documents
- Record and certify actions of the council
- Administer oaths
- Be custodian of the official records of the City and of the City seal
- Maintain a records retention schedule
- Ensure that ordinances are codified
- Be the City election registrar and be responsible for calling and supervising all City elections
- Perform all other duties required of a municipal clerk as specified by the City Code or State law

**Treasurer Responsibilities:**

- Keep custody of all city funds
- Keep an itemized account of money received and disbursed
- Maintain an inventory of all property used by the City
- Assist in compiling the annual City budget
- Prepare and submit to the council such financial reports and other data as may be required
- Prescribe and control such procedures as are necessary to protect City funds and property
- Be bonded by a sum determined by the council
- Track accounts receivable and payable
- Process payroll and make necessary tax payments
- Maintain and operate the City's accounting system
- Perform such other duties as the mayor or council or State law may lawfully require of a municipal treasurer

**APPLICATIONS AVAILABLE AT CITY OF PORT HEIDEN OFFICE**

**PLEASE SUBMIT APPLICATION OR RESUME TO CITY OFFICE MON-FRI 9AM-3PM**

**DEADLINE: OPEN UNTIL FILLED**