



JOB ANNOUNCEMENT

City of Nenana

PO Box 70, Nenana, Alaska 99760
907-888-5036

The City of Nenana, Alaska, is accepting applications from qualified individuals for the position of:

City Clerk/Administrator.

GENERAL PURPOSE

The City Clerk/Administrator works under the direction of the City Mayor. Highly responsible administrative position, the City Clerk is the official custodian of all official records; responsible for the origination, maintenance, retrieval, achieving, release, distribution; safety and overall management of documentations such as: City Codes, Ordinances, Records of Assembly Actions, Meeting Minutes and Actions. Performs duties related to accounts receivable, accounts payable and payroll with assistance of the city bookkeeper. Shall supervise, direct and control the daily activities of the office and of city employees.

EXAMPLES OF WORK

- Post Notice of time, place, and type of meetings
- Attend, record, transcribe, and file minutes for City Assembly Meetings and Committee Meetings
- Parliamentarian of governing body
- Arrange publication of Resolutions, Ordinances, Minutes and Notices
- Attest Deeds, Ordinances and other documents
- Manage records and develop retention schedules and procedures for inventory, storage and destruction of records, as necessary
- File management of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records, as necessary
- Administers all municipal elections, take oaths, affirmation, and acknowledgments as necessary
- Prepare agenda and meeting packets for governing body
- Perform other duties required by law or the mayor
- Operate QuickBooks to generate utility bills
- Process payroll and correctly report and pay payroll liabilities
- Receive and track payments for sales tax, property tax, lease agreements, and utility services

DESIRED MINIMUM QUALIFICATION

This position requires a bachelor's degree. It also requires the ability to establish and maintain an effective working relationship with staff, elected officials, the media and public; communicate clearly and concisely, both orally and in writing, read, interpret and apply complex ordinances, rules, regulations and laws; organize work, set priorities, meet critical deadlines and perform work assignments with minimum supervision. Knowledge of Generally Accepted Accounting Principles preferred. Ability to operate a personal computer using the Microsoft Office suite, operate standard office equipment, telephone and voicemail systems. Experience with Excel and QuickBooks software required. Municipal Clerk Certification preferred.

TO APPLY

1. Apply online at the following link: <https://bit.ly/2Et1fHO> The full job description for this position is available at the link above.
2. Submit a resume to nenanamayor@gmail.com. Please include RESUME in the subject line.

DEADLINE

The job application must be submitted online AND resume must be received by email by **12PM (noon), Thursday, December 20, 2018.**

Wage: \$26 per hour
Excludes health care or additional benefits

Regular full-time position: 40 hours per week