

Position Vacancy Announcement

June 2019

City Clerk / Finance and Grant Manager, City of Unalakleet

Qualifications:

1. Must be at least 18 years of age.
2. High School or GED diploma, preferably with post-secondary training.
3. Must have computer skills, preferably with finance related programs.
4. Must have good written and oral communication skills.
5. Must have the ability to perform assigned duties with a minimum of supervision.
6. Must have the ability to take and transcribe minutes of City Council meetings.
7. General knowledge of financial, bookkeeping and office procedures required.
8. Must keep accurate and organized records of grants and expenditures.
9. Must be able to write and apply for grants.
10. Must be able to communicate and interact with the public, agencies and organizations.

Duties:

1. Responsible for minutes, records, notices and attendance to City Council meetings.
2. Maintains indexing and filing system of all minutes, ordinances, resolutions, and other records of the City Council as well as all grants and applications.
3. Establishes and maintains a city wide records management and retention system.
4. Provides for codification of ordinances and authenticate or verify records as necessary.
5. Responsible for daily receipts and data entry into the City's computerized system.
6. Supervises all municipal elections.
7. Maintains an accurate financial record for the City and State budget requirements.
8. Works with Deputy/File Clerk to efficiently and effectively run the daily office operations.
8. Assists the Mayor and the City Administrator in carrying forth their duties.
9. Performs other duties as assigned by the Mayor or City Administrator.
10. Maintain State and Federal requirements.

Salary: DOE

Opening Date: June 1, 2019

Closing Date: Until filled

Interested persons should submit applications or resumes to:
City of Unalakleet, P.O. Box 28, Unalakleet, Alaska 99684
For more information, please contact City at 624-3531

The City of Unalakleet is an equal opportunity employer.