

JOB ANNOUNCEMENT

**CITY OF UNALASKA, AK  
ADMINISTRATIVE DEPARTMENT**



Open Date:  
Close Date:

**Position: Administrative Coordinator for City Manager**

**Salary: [Non - Union position Min – Mid] \$ 23.05 – \$ 28.81 /hour**

The City of Unalaska is accepting applications for the position of Administrative Coordinator. Located in central Aleutian Islands; Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishery port in the United States, the International Port of Dutch Harbor.

***The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.***

**GENERAL DESCRIPTION:** This is an entry level position which works directly under the supervision of the City Manager, providing a full range of administrative support to the City Manager, the Mayor and Council.

**KNOWLEDGE, SKILLS & ABILITIES:** The successful candidate will have a demonstrated job history that includes but not limited to the following:

- Provide routine office tasks by answering incoming calls, obtaining signatures, filing, and faxing, scheduling meetings for the City Manager and maintenance and record management of various files.
- Provides back up support for the Administration Department and the Assistant City Manager.
- Responsible for administrative duties including drafting, editing, and distributing correspondence, memos, and other documents; purchase orders and payment authorizations.
- Assist with annual budget preparation.
- Coordinates copier repair and maintenance for all City Departments.
- Responds and assist in request for information from employees, the public, consultants and representative of local, state and federal agencies.
- Coordinates special events for the City including but not limited to receptions, banquets, dedication ceremonies, the legislative lobbying trip and fly-in, community fireworks display, etc.
- Coordinates travel arrangements for City Manager, Mayor and Council to annual conferences and meetings with professional organizations.
- Administers city website, social media pages and press releases.
- Compiles and distributes various reports including monthly department reports, annual assessment of city services and the community profile.
- Prepares and submit to state for employer of lobbyist.

**EDUCATION & EXPERIENCE:**

- Minimum high school diploma/GED required
- Minimum two (2) years working in a professional office environment required
- Must be proficient in a Windows computer network environment and strong typing skills required
- Required to be able to operate a City vehicle
- Knowledge with basic office equipment required
- Prior experience working in a public sector preferred
- Ability to learn or know Munis software

**LICENCES & SPECIAL REQUIREMENTS:**

- Must have or ability to obtain an Alaska Driver's License within 90 days of hire
- Eligible to work in the US; requirement by Federal Law if hired must complete employment eligibility verification form (I-9)
- Successfully pass background test which includes, Criminal background, Professional and Reference check.
- Successfully pass a pre-employment drug test
- Limited travel will be required

**TO APPLY:** Submit a City of Unalaska Application. All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by downloading at [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us) Return completed forms to City of Unalaska Attn: Administration P.O Box 610, Unalaska, AK 99685, email [mmurdock@ci.unalaska.ak.us](mailto:mmurdock@ci.unalaska.ak.us) or fax 907-581-4469

*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*