

HAINES BOROUGH  
HAINES, ALASKA  
**PUBLIC NOTICE**  
**POSITION OPENING**  
**CONTRACTS AND GRANTS  
ADMINISTRATOR**



The Haines Borough is accepting applications for a permanent, full-time Contracts and Grants Administrator to perform a variety of complex, highly skilled and confidential administrative duties, supporting the Borough's mission, vision, and values while providing assistance to the Administration, the Director of Public Facilities, and members of the public. The Contracts and Grants Administrator requires a high degree of independent judgment, initiative, and the ability to manage widely conflicting demands. This is a confidential position reporting to both the Borough Manager and Director of Public Facilities and is excluded from membership in the employee's bargaining unit.

**Minimum REQUIRED Qualifications:** Four years of college level course work in business, public administration, English or office management related studies. Demonstrated track record of managing regular participation in continuing education events to upgrade or enhance skills. Membership in professional organizations related to this position, is desired. **OR**

Five (5) years of professional experience in public or business administration and/or planning.

Must hold an Alaska driver's license or obtain one within thirty days of hire.

**Wage:** \$48,500 - \$52,500 (depending on qualifications and experience). Excellent benefits include medical insurance, holiday pay, paid leave, and PERS retirement benefits.

**Application Deadline:** Open until filled.

**Application Procedure:** Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at [www.hainesalaska.gov](http://www.hainesalaska.gov) or by contacting:

Borough Clerk's Office  
P.O. Box 1209, Haines, AK 99827  
Haines Borough Administration Building, 103 Third Ave S  
907-766-6402  
Fax: 907-766-2716  
[afullerton@haines.ak.us](mailto:afullerton@haines.ak.us)