Job Announcement

JOB TITLE: Administrative Clerk

DEPARTMENT: Administration

CLASSIFICATION: Full-time, Non-Exempt

PAY RANGE: Starting $43,680 (salary negotiated depending on experience)

WORK HOURS: 35 hours per week (Mon-Fri, 9am-5pm, eve/weekends as needed)

BENEFITS: Retirement (PERS), Health Insurance, Personal Time Off

CLOSING DATE: open until filled

GENERAL DESCRIPTION: Clerk supports the Borough Manager, Borough Clerk, Borough Finance Director, Borough Planner to meet the mission and operations of the City and Borough of Yakutat. FOR MORE DETAILS SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS: Please see attached for full detail.

- Associate degree in field appropriate to the position and one year of progressively responsible experience in the appropriate field. Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to independently perform required job responsibilities and duties.
- Eligibility to perform as a Notary in the State of Alaska
- Eligibility to obtain Valid State of Alaska Driver's license.

DUTIES AND RESPONSIBILITIES:
1. Assist the Borough Manager with administrative tasks of Borough activities and objectives.
2. Assist the Borough Planner as directed by the Borough Manager
3. Assist the Borough Clerk as directed by the Borough Manager
4. Assist the Borough Finance Director as directed by the Borough Manager

TO APPLY: Please submit cover letter, resume, with professional references, and a reference release form. Submit to Cathy Bremner Borough Clerk; City and Borough of Yakutat by one of the following methods: Mail to P.O. Box 160, Yakutat, AK 99689; e-mail to yakclerk@yakutatakus; or fax to 907-784-3281.

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**Job purpose**

The Administrative Clerk supports the Borough Manager, Borough Clerk, Borough Planner, Finance Director to meet the mission and operations of the City and Borough of Yakutat.

**Duties and responsibilities**

- Assists Borough Manager with administrative tasks of the borough’s activities and objectives, may include but not limited to:
  - Assistance in the preparation of the Borough Assembly’s budgets;
  - Composes, edits, types and proofs various documents;
  - Coordination of reporting requirements with appropriate personnel, agencies, staff, and management, as required;
  - Assists with preparation for government-to-government meetings;
  - Performs other administrative duties as assigned.

- Assists Borough Clerk as directed by the Borough Manager; may include but not limited to:
  - Preparation and conduct of election proceedings for local elections.
  - Arrangement of travel for Borough Manager, Finance Director, Borough Planner and members of the Assembly, including preparations of travel authorizations, schedules and tracking per diem;
  - Coordination of meals and logistics for any special meetings or work sessions of the Borough Assembly, including facilitation of ceremonial presentations;
  - Preparation of ordinances, resolutions and meeting minutes;
  - Supply procurement;
  - Ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate Borough personnel and the public as necessary;
  - Provision of notary public services;
  - Performance of Borough Clerk duties in case of absence;
  - Attendance at evening meetings as required including any other municipal bodies when necessitated;
  - Performs other clerk duties as assigned.

- Assists Borough Finance Director as directed by the Borough Manager; may include but not limited to:
  - Front Desk duties in a relief capacity (Taking payments and receipting)
  - Accounts Payable tasks in a relief capacity (Purchase Order/Invoice Payment, AP data entry, obtain check signatures, Vendor file maintenance)
  - Payroll tasks in a relief capacity (time sheet processing, PR data entry, payroll calculations, issue paychecks, obtain check signatures, submit Payroll Tax payments)
  - Perform other finance related duties as assigned.
• Assists Borough Planner as directed by the Borough Manager, may include but not limited to:
  o Planning and zoning administrative support as time permits and upon approval of the Borough Manager
  o Attendance at Planning Commission meetings in absence of Borough Planner to record and take notes
  o Typing of draft minutes for Planning Commission meetings
  o Delivery of Planning Commission Packets
  o Labeling and filing of Planning Department documents
  o Web page design, development and maintenance
  o Creation of flyers and reports for public distribution

Qualifications

• Associate degree in a field appropriate to the position and one year of progressively responsible experience in the appropriate field. Progressively responsible experience in related and applicable field may substitute for the associate degree on a year for year basis. Comprehensive experience with software programs is required. Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to independently perform required job responsibilities and duties.
• Eligibility to perform as Notary Public in the State of Alaska;
• Eligibility to obtain Valid State of Alaska Driver’s license
• Computer literate with proficiency in standard and customized software;
• Proven ability to maintain confidentiality;
• Knowledge of local government role and ability to learn and articulate Municipal policies and departmental rules, procedures, practices, laws, and objectives;
• General knowledge of complex analytical studies and interpreting laws and ordinances;
• Ability to attend evening meetings, if necessary;
• Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies;
• Ability to establish and maintain effective working relationships with Municipal staff, public and officials in a tactful, pleasant, courteous, and diplomatic manner;
• Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law;
• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
• Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
• Integrity, ingenuity and inventiveness in the performance of assigned tasks;
• Ability to communicate effectively with others, orally and in writing, using both technical and non-technical language, work effectively in multi-task and deadline driven environment; maintain confidentiality; and apply judgment within established parameters.

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Working conditions

- This position requires the person to be self-motivated and able to work independently and working with other departmental staff.
- Normal work schedule is Monday through Friday 9AM-5PM, however, extended hours may be necessary to meet project deadlines and/or attend required meetings. Flex scheduling is allowable as approved by Borough Manager.
- Spends most of time in an office setting.

Physical requirements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
- Employee may sit for long periods of time to perform work, however, there may be some walking, standing, bending, lifting (up to 30 pounds), and carrying and lifting of items such as filing boxes and files; climbing a small ladder, driving an automobile and other types of physical activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment, visit various departments throughout the City and Borough of Yakutat.

Direct reports

Salary is based on the CBY Salary Schedule. This position is anticipated to be at an Admin Level, range 11 through 15. depending on experience. This position is a non-exempt position.

CBY is an equal employment opportunity employer, and does not discriminate with regard to race, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other category protected by federal, state or local law.

Employment is subject to eligibility and compliance with the CBY Personnel Policies.

Nothing in this job posting guarantees employment with CBY.

Approved by: Borough Manager, Jon D. Erickson, EdD

Date approved: 12/17/2019

Reviewed: [Signature]

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