



## **BOROUGH CLERK**

The Kodiak Island Borough is accepting applications for the regular, full-time, exempt position of Borough Clerk in the Clerk's Office. The Borough Assembly appoints the Clerk, and the Clerk and staff work for the legislative body.

### **KODIAK**

Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, Kodiak is the second largest island in the United States measuring more than 100 miles long and nearly 70 miles wide. The Kodiak Island Archipelago is home to about 13,000 people, and offers a charming small town atmosphere where residents take great pride and actively participate in their multicultural community. The island's temperate marine climate allows year-round outdoor fun to include the best in outdoor sport and recreational opportunities – with access to secluded beaches; extensive wilderness trails; and easy mountain hikes. Mountain climbing; cross-country skiing; boating; kayaking; bear viewing and whale watching are just a sampling of activities enjoyed by residents and visitors. Downtown offers retail and coffee shops; restaurants and museums; and one of Kodiak's two scenic boat harbors. Commercial fishing; seafood processing; logging; recreational hunting and fishing; tourism and government make up the economy of Kodiak. The island boasts the nation's largest Coast Guard base; a commercial rocket launch facility; one of the largest Travelifts in the world; and six wind turbines on Pillar Mountain, overlooking beautiful Kodiak City.

The Kodiak Island Borough was incorporated on September 24, 1963 and is a second-class Borough with a manager form of government. Under the direction and leadership of the Borough Manager, the departments of the Kodiak Island Borough administer quality, cost-effective services to the citizens of Kodiak. Municipal powers include area-wide education; taxation; planning; health; non-area-wide parks and recreation; solid waste; economic development; building inspections; service areas; and fire and emergency services.

### **POSITION OVERVIEW**

The Clerk is responsible for a number of duties which are mandated and include: acting as custodian of the Borough seal and the official records of the Borough, to include ensuring proper management of municipal records as provided by Borough Code; publishing and providing notice of public meetings to the Assembly members and the public; recording and attesting documents and codifying ordinances; recording, filing, indexing, and safekeeping of all proceedings of the Assembly; serving as registrar of the Borough and administering all Borough elections; and acting as the parliamentary adviser to the Borough Assembly and other boards and committees.

The Clerk assumes management responsibility for all services and activities of the Clerk's Office, including the performance of statutory duties and the preparation, posting, recording, and maintenance of agendas, minutes, and records for the Assembly as prescribed by statute; coordination of codification of the Borough Code; and compliance with conflict of interest laws. The position also provides technical advice and recommendations to the Manager, Assembly, Borough committees, and advisory boards. The Clerk supervises a department of two employees and manages an average annual budget of \$500,000.

### **QUALIFICATIONS**

Bachelor's Degree in a related field and seven (7) years of progressively responsible management experience directly related to the area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Preferred certification: Certified Municipal Clerk.

The successful candidate will possess knowledge of and the ability to understand applicable Federal, state and local laws, codes, regulations and/or ordinances; research methods; supervisory and management practices; civics and public administration processes; must possess excellent community and interpersonal skills; the ability to administer agenda management software to include Borough-wide training for all users; the ability to manage confidential matters with discretion, while remaining neutral, calm and professional in the handling of all Borough business; and the ability to present and speak in public.

### **SALARY**

Salary Range E81 of the Salary Schedule: \$87,500 - \$130,941, negotiated contract based on qualifications and experience. Excellent benefits package; relocation expenses may be negotiated.

### **APPLICATION PROCESS & DEADLINE**

Interested applicants should submit to Kodiak Island Borough, HR Officer, Room 102, 710 Mill Bay Road, Kodiak AK 99615, or [lwhiddon@kodiakak.us](mailto:lwhiddon@kodiakak.us) the following:

- Letter of interest;
- Resume outlining education and work experience; and
- Five (5) references - three (3) professional, and two (2) personal (*personal references should be other than relatives or former supervisors*).

Complete job description can be accessed on the Borough website at <https://www.kodiakak.us/91/Employment>. **Position is open until filled with first application review during the week of April 13, 2020. THE KODIAK ISLAND BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER**

### **RELATED LINKS**

<https://kodiak.org/>

<http://www.kodiakchamber.org/>