



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

October 12, 2021

OFFICE MANAGER ELECTRIC DEPARTMENT – \$21.65 to \$25.71 DOE/Q.

City and Borough of Sitka seeks an exceptional, talented, and driven candidate with the ability to work independently and collaboratively within the Electric Department. The candidate must be able to stay organized while working in a fast-paced environment and multi-task effectively and efficiently. This position requires the individual to sustain professional, respectful, and positive relationships with staff, departments, officials and public. The Office Manager must be able to perform various professional, technical, and complex administrative tasks in support of the Electric Department.

This is a full-time position that is fully benefited. Completed applications can be sent to hr@cityofsitka.org or dropped off at Room 300 in the City Hall office building at 100 Lincoln Street. Call 747-1816 if you have any questions.

**Applications will not be accepted after 4:00 p.m. on October 26, 2021, for consideration.
EOE.**