



# City of Cordova

## A L A S K A

### POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:  
**RECREATION CLERK**

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<b>SUPERVISOR:</b>	PARKS AND RECREATION DIRECTOR
<b>CLASSIFICATION:</b>	FULL-TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT.
<b>PAY RATE:</b>	\$19.57 - \$23.67 PER HOUR, DOE
<b>HOURS:</b>	MON-FRI, 0800-1630; OCCASIONAL EVENING AND WEEKEND HOURS AS SCHEDULED.
<b>BENEFITS:</b>	ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS
<b>POSITION SUMMARY:</b>	Performs reception and clerical work in support of municipal recreation programs.
<b>QUALIFICATIONS:</b>	High School Diploma or GED Certificate and 3 years' customer service or general clerical experience. Preference is given to candidates with First Aid/CPR/AED Certification and/or experience using WordPress.

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#### DUTIES:

- Acts as the central point of contact for the department; greets visitors and answers questions, answers and directs phone calls, and replies to email requests for information.
- Maintains official department records via electronic and hard-copy methods as appropriate.
- Prepares and/or enters a variety of information into applicable documents, spreadsheets, invoices, databases, membership systems, forms, notices, and other related areas.
- Registers program participants, processes membership applications and reserves facilities utilizing designated recreation software.
- Collects, deposits, and maintains accurate records of department receipts and revenues.
- Orders, receives, and distributes supplies as required.
- Coordinates reservations, usage permits, billing and day-to-day operations for Odiak Camper Park and Eyak Lake Skater's Cabin.
- Supports the City of Cordova Parks & Recreation Commission with meeting scheduling, preparing, and distributing agendas, taking minutes, and filing documents with the City Clerk's office and on the city website.

**WORKING CONDITIONS:** While performing the duties of the job, the employee either sits regularly for extended periods at a personal computer using repetitive movements and small motor skills and is exposed to moderate noise levels in an office environment.

**PHYSICAL DEMANDS:** This position requires sitting, reaching, standing, walking, grasping, talking, hearing, seeing and repetitive motions. The employee is occasionally required to stoop, kneel, crouch, grasp, perform light lifting, carrying, pushing and/or pulling of objects up to 20 pounds.

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Applications available at City Hall, 424-6200, or online at [cityofcordova.net](http://cityofcordova.net). Interested individuals should submit a City of Cordova application to [humanresources@cityofcordova.net](mailto:humanresources@cityofcordova.net). Applications accepted until position filled.