



## CITY OF VALDEZ, ALASKA

*Mission: To cultivate an environment of opportunity, sustained prosperity and well-being for all people of Valdez*

The City of Valdez Clerk's Department is accepting applications for a full-time Deputy City Clerk.

The Deputy City Clerk performs administrative duties in direct support of the City Clerk and serves as the City Clerk in his/her absence. The incumbent also provides direct administrative and clerical support to the Mayor and City Council Members, and as such handles a broad scope of proprietary and confidential information. The position participates in the preparation of electronic City Council agenda packets, serves as supervisor to the Records Manager and City Hall Front Counter Customer Service Representatives and is tasked with receiving and distributing official City documents. This position assists the City Clerk in carrying out a variety of city-wide management level assignments. Work is done independently within the guidelines of specific laws, policies and procedures. The position works under continual public and inter-departmental contact and the pressure to meet strict deadlines. The incumbent works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and positive communication skills as a routine part of the job.

Qualified candidates should have five (5) years of progressively responsible administrative support in a governmental agency. Experience should include advanced personal computer skills working within a windows environment or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Basic knowledge of records management is required, with a preference for advanced skills. A job-related Associates Degree and/or Certified Municipal Clerk (CMC) designation is preferred.

This is a fully benefited, exempt position working a minimum of 40 hours per week. The City of Valdez offers a competitive pay, incentive, and benefit package to include:

- Contracted employee with a salary of \$65,291 - \$95,513 DOE, licenses, and certifications
- 12.5 paid holidays
- Approximately 24 days of annual personal leave accrual for employees with less than 2 years of service with City of Valdez
- Affordable, excellent health insurance with 90/10 coverage and low deductibles
- Member of the State of Alaska Public Employees Retirement System
- Optional 457 deferred compensation plan
- City matching 401(b) plan with enrollment in 457 plan
- Tuition reimbursement
- Relocation expense reimbursement
- Advanced training opportunities

Surrounded by the beautiful Chugach mountains, Valdez offers world class fishing and skiing, hiking, ice climbing, snow machining, and a myriad of other recreational options. Mountains and coastal living meet in Valdez with easy access to the mountains of Thompson Pass and the pristine waters of Prince William Sound. Valdez is home to about 4,000 permanent residents with a year-round tourism industry and a substantial population increase in the summer months due to seasonal workers and tourism. Come live where you work, and play where you live.

Position is open until filled, review of applicants begins April 11, 2022.

To view complete job description and apply, visit [www.governmentjobs.com/careers/valdez](http://www.governmentjobs.com/careers/valdez).