

JOB ANNOUNCEMENT

CITY OF UNALASKA, AK PLANNING DEPARTMENT

Open Date: April 26, 2022
Close Date: Until Filled

Position: **Administrative Assistant II**
Salary: [Union Position Hiring range - Step 1-3] **\$21.33 – \$22.63/hour**

The City of Unalaska Planning Department is accepting applications for the position of **ADMINISTRATIVE ASSISTANT II**. Located in the central Aleutian Islands, Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

The following duties are not intended to serve as a comprehensive list of all duties performed by employees in this classification. Duties show are intended to provide a representative summary.

GENERAL DESCRIPTION: This is an entry level position which will provide a full range of administrative support for the Department of Planning, including preparation and follow up with proceedings of the Planning Commission/Planning Board/Historic Preservation Committee and other outreach support for the Department.

KNOWLEDGE, SKILLS & ABILITIES:

Provide routine office tasks and practices, procedures and equipment including but not limited to multi-line telephone system and City wide purchasing/requisitioning software
Read basic legal land descriptions, land leases and varies contracts
Ability to monitor billing cycles and compliance with lease requirements
Have an understanding or ability to learn the GIS ESRI software
Be proficient in a Windows computer environment and moderate level of keyboarding skills
Clearly respond to customers and public inquires as well as, City employees, Department Directors, local and state elected officials, vendors consultants, and other professional representatives
Excellent organizational and multitasking skills and ability to follow written and oral instructions to meet deadlines
Ability to learn and follow rules, policies, procedures and terminology used in public government
Ability to learn and operate web-based mapping systems
Maintain confidentiality and security as required

EDUCATION & EXPERIENCE:

High School Diploma or GED equivalent required
Minimum two (2) years of clerical experience in a front office setting
Any equivalent combination of experience, education, and training that provides the knowledge, skills, and abilities necessary to perform the work

LICENCES & SPECIAL REQUIREMENTS:

Must be at least 18 years of age
Must have the ability to obtain Driver's License within 90 days of hire
Must be eligible to work in the US; if hired must complete employment eligibility verification form (I-9) as required by Federal law
Successfully pass background test which includes criminal background, professional and reference check
Successfully pass a pre-employment drug and alcohol test

BENEFITS:

Travel allowance of \$2,000 every year on your date of hire
Education Incentive per month: \$200 Associate's degree, \$300 Bachelor's degree, \$400 Master's degree
Free Annual Membership with LifeMed (employee + dependents)
Free Membership for Parks, Culture and Recreation (PCR) (employee only)
Medical and Dental premiums - 100% employer paid (employee & dependents)
Paid Time Off starting at 16 hours a month
9 Paid Holidays and 4 Floating Holidays per year
Up to 100% Tuition Reimbursement (must be taken while employed; refer to Title III for details)
Eligible for PERS retirement

TO APPLY: Submit completed City of Unalaska Employment Application. All necessary forms are available at City Hall, Administration Department, Telephone 907-581-1252, or by downloading at www.ci.unalaska.ak.us. Return completed forms to City of Unalaska Attn: Administration, P.O. Box 610, Unalaska, AK 99685, email jpearson@ci.unalaska.ak.us or fax 907-581-4469.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply