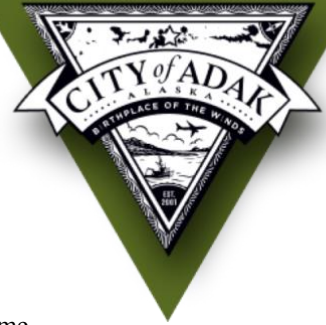


City of Adak, Alaska

P.O. Box 2011
Adak, Alaska 99546-2011
Telephone (907) 592-4500
Fax (907) 592-4262



JOB ANNOUNCEMENT

POSITION:	City Clerk	DEPARTMENT:	Administration
REPORTS TO:	City Council and City Manager	SALARY:	DOE
FLSA:	Non-Exempt	FT/PT/INT:	Permanent Part-Time
POSTED ON:	February 26, 2020	CLOSING DATE:	Until Filled

PURPOSE OF POSITION:

The City of Adak, Alaska is looking for an experienced team player that has the desire to be part of the goals and achievements the City is motivated to achieve. Through hard work together we will continually strive to serve and meet the needs of our remote community.

This confidential position provides a full range of support to the City Manager, Mayor and Council and is responsible for the development, coordination, management and/or oversight of projects as assigned.

Under general direction, provides administrative support for the maintenance of municipal legislative and administrative records; acts as parliamentarian to the Council to facilitate and accomplish the legislative process; maintains a comprehensive record system; serves as chief election official for all City elections.

TYPICAL RESPONSIBILITIES:

- Responsible for preparing and assembling meeting agendas; records council meetings; publishes legal notices, posts notices as required and provides information on actions taken by the Council.
- Attends all regular and special Council and Council appointed committees. Serves as parliamentarian to the City Council.
- Maintains membership rosters for boards, committees appointed by the Council. Provides notice when terms are expiring, prepares public invitations for applicants.
- Maintains indexing and filing system of all minutes, ordinances, resolutions and other records of the Council; maintains a city-wide records management system.
- Assists the Manager and Council in administrative matters including but not limited too; correspondence, reports, grant reports, and other clerical duties.
- Supervises all municipal elections. Serves as chairperson of locally administered state/federal elections. Administers all oaths of office
- Performs other related work as required by Manager and Council

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced administrative clerical skills and working knowledge of principles and practices of office administration.
- Ability to comprehend, interpret and apply federal, state and municipal law.
- Is self-motivated and demonstrates the ability to determine and self-assign tasks to accomplish goals and responsibilities.
- Must be able to maintain effective working relationships with the public, city council, department directors, state and federal agencies, as well as city boards and commissions.
- Exhibits strong organizational skills and ability to handle varied and frequently changing tasks.
- Have strong verbal and written communication skills, good judgment and tact in maintaining effective relationships with his/her supervisor, Mayor/Council Members, fellow employees, other government agencies and the public.
- Shows flexibility to grow and develop with changing needs and technologies.
- Extensive knowledge of business office technology to include computers, scanners, copy machines, telephones, printers and other office equipment.
- Working knowledge of a variety of software applications and computer skills to include but not limited to Microsoft Office Suite
- Knowledge of intranet and webpage content management.
- Knowledge of records management practices.
- Certified Municipal Clerk (CMC) designation preferred or the ability to enter the program
- Become and maintain a Notary Public in the State of Alaska within 60 days of employment

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent. Associates degree or secretarial, municipal clerk, or legal assistant training preferred.
- Computer literate w/proficiency in standard and customized software, specifically Microsoft Office

The City of Adak is an Equal Opportunity Employer

- Eligibility to perform as a Notary in the State of Alaska
- Excellent oral and written communication skills.

BENEFICIAL QUALIFICATIONS:

- Experience in governmental administration or experience in related field providing the applicant with the knowledge, skills and qualifications required to perform the essential job functions.
- Must possess an Alaska Driver's License. Must have and maintain a good driving record

FOR MORE INFORMATION OR TO APPLY:

For more information about the position, please contact the City Manager at (907) 592-4500. An employment application can be downloaded from the city website www.adak-ak.gov

Interested candidates should submit a completed employment application and resume to the above address, attention: City Manager or emailed to hr@adak-ak.gov. Submit documents in PDF format only with a total file size of under 5MB. Applications sent in other formats (including .zip format) may be rejected by our mail server. Completed applications may also be brought to the City office Monday – Friday 9:00 AM – 5:00 PM.