



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

POSITION VACANCY

ADMINISTRATIVE COORDINATOR

Wage: \$24.44 to \$29.04 per hour DOE/Q

City and Borough of Sitka seeks professional, detail oriented, multi-tasking individual to provide high levels of complex, confidential, administrative support for the Municipal Administrator. As time allows, this position provides support to the Assembly, Municipal Clerk and other department heads. The work is performed under the direct supervision of the Municipal Clerk and involves a variety of functions prescribed by the City Charter, Sitka General Code, state laws and the missions and operations of the City and Borough of Sitka. Assumes the duties of the Deputy Clerk in their absence.

Work Schedule: Full time, Monday-Friday, 8 am - 5 pm.

Benefits:

PERS Defined Contribution Retirement

SBS Annuities program - 6.13% match

Employer Paid Life Insurance (employee and dependents)

Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)

Annual Leave & Sick Leave

Paid Holidays

Floating Holidays

Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed

Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

Tasks:

- Monitors and manages the Municipal Administrator's emails and other correspondence; monitor and handle Municipal Administrator's calendar; coordinating meetings with public and employees and Assembly members with Municipal Administrator; prioritizing phone messages.

Providing for today...preparing for tomorrow

- Assist in monitoring legislation and coordinate information for lobbying efforts between Sitka's lobbyists and department heads.
- Track the history of expenses and anticipated costs for upcoming fiscal year budget preparation; assists in the preparation of the Municipal Administrator's, Municipal Clerk's, and Assembly's budgets.
- May oversee or participate in the activities of a work group or special project as directed by the Municipal Clerk.
- Coordinate and follow-up on various municipal projects directed by the Municipal Clerk.
- Manages for the Municipal Administrator's office the procurement of supplies; composes, edits, types, and proofs various documents for the Municipal Administrator's office personnel.
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate Municipal personnel and the public, as necessary.
- Assists in preparation of ordinances, resolutions, and meeting minutes; assists in the preparation and distribution of Assembly meeting packets.
- Assists in the preparation and conduct of municipal and state elections.
- Assists with preparation of the agenda and oversee the arrangements for the bi-monthly meetings with the Sitka Tribe of Alaska and the Baranof Island Housing Authority.
- Administers Non-Profit Grants as approved by the Assembly.
- Oversees and manages the Fisheries Enhancement Fund application process.
- Coordinates harbor vessel pre-impoundment hearings between citizen; hearing officer; Municipal Administrator legal department and harbormaster; provide the follow-up after the hearing concludes and decision is rendered.
- Provides notary public services.
- Arranges travel for Municipal Administrator, and members of the Assembly. Prepares travel authorizations and schedules and tracks per diem.
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly; coordinates affairs such as holiday, retirement, and employee appreciation events; coordinate participation in ceremonial presentations by different Municipal employees or Assembly members.
- Coordinate's reporting requirements with appropriate personnel, agencies, staff, and management, as required.
- Provides administrative support to department heads as time permits and approval by the Municipal Administrator.
- Performs other related duties as assigned.

Acceptable Experience and Training:

- Bachelor's degree in a field appropriate to the position and one year of progressively responsible experience in the appropriate field, or
- Progressively responsible experience in the field may substitute for the bachelor's degree on a year for year basis. Comprehensive experience with software programs.
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to independently perform work in the Municipal Administrator and Clerk's Offices will be evaluated case by case.

Skills and Requirements:

- Knowledge and or ability to learn Municipal Administrative policies, procedures, ordinances, and statutory and regulatory requirements.
- General knowledge of complex analytical studies and interpreting laws and ordinances.
- Ability to attend evening meetings, if necessary.
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies.
- Computer literate and proficient in maintaining spreadsheets by developing formulas i.e., add, subtract, multiply, divide and derive percentages.
- Ability to accurately type and word process materials at a high rate of speed.
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law.
- Ability to effectively prepare and present accurate and reliable reports, often containing complex findings and recommendations.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- State of Alaska Driver's License.

Submit Application to Human Resources via hr@cityofsitka.org. or turn it in to Room 300, City Office Building. **No applications accepted after 5:00 p.m. on May, 5 2021.**

[Click here for application](#)

[Click here for job description](#)