



HAINES BOROUGH  
JOB DESCRIPTION

**EXECUTIVE ASSISTANT  
TO THE MANAGER**

**SUMMARY:** The Executive Assistant to the Manager is responsible for performing a variety of complex, highly skilled and confidential administrative duties, supporting the Borough's mission, vision, and values while providing assistance to the Administration office and members of the public. The classification requires a high degree of independent judgment, initiative, and the ability to manage widely conflicting demands. This is a confidential position reporting to the Borough Manager and is excluded from membership in the employee's bargaining unit.

**DUTIES:**

1. Participates as a part of the Borough Manager's senior staff team. In that advisory capacity, the Executive Assistant will provide support to the Manager in the administration of the Borough and to ensure coordination and conformance with Borough policies, procedures, and ordinances
2. Assists the Manager in the research, development, and distribution of personnel and administrative policies and procedures.
3. Assists the manager in the area of human resources.
4. Assists the Manager and department directors in the formulation and implementation of the Capital Improvement Program (CIP), Comprehensive Plan and component development plans, Community Economic Development Plan (CEDS), and other planning initiatives.
5. Assists the Manager and department directors in the preparation and administration of grants.
6. Assists the Manager and department directors in the planning, documentation and implementation of special projects.
7. Assists the Manager in the coordination of projects with state and federal agencies, nonprofit corporations, trusts and private foundations, and other local public entities such as the Borough School District.
8. Assists the Manager in drafting short-and long-range plans and priorities, policies and procedures, and forms.
9. Conducts research, prepares and presents studies, status reports, issue papers, and proposed policies, plans, procedures, resolutions, and ordinances.
10. Maintains effective working relationships with elected and appointed officials, staff, business and agency personnel, media, and community groups.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The Ideal applicant will have the following knowledge, skills, and abilities:

1. Working knowledge of the principles, concepts, theories, and practices of public or business administration, including but not limited to budget development and administration, contract and lease administration, human resources, labor law and practices, insurance and risk management, policy development, and community relations.
2. Working knowledge of project planning, development, financing, management, and administration.
3. Working knowledge of grant writing and grant administration.

4. Working knowledge of identifying employee training needs and in developing and coordinating programs and activities to improve professional and technical skills, abilities, and performance.
5. Excellent written and oral communications, problem solving, and interpersonal skills.
6. Skill in establishing and maintaining effective working relationships with Borough elected and appointed officials, staff, attorneys, consultants, federal, state, and local agencies, businesses, and the public.
7. Skill in planning, organizing, and directing the activities of services, functions, and programs.
8. Ability to work under pressure and manage multiple tasks, projects, and meet deadlines.
9. Ability to coordinate diverse functions of the Borough organization and work productively with a diverse range of people to advance the Borough's goals and objectives.
10. Ability to operate a computer with high-level knowledge of word-processing and spreadsheet programs. Ability to read, analyze and interpret general governmental reports or regulations.
11. Ability to write correspondence, reports and planning documents.
12. Ability to define, research, and solve problems as presented by Borough employees or the public.
13. Ability to understand and interpret Borough Code and Charter, and state and federal regulations and law.
14. Ability to work courteously and effectively with the public.

**MINIMUM EMPLOYMENT STANDARDS:**

1. Four years of college level course work in business, public administration or office management related studies. Demonstrated regular participation in continuing education events to upgrade or enhance skills. Membership in professional organizations related to this position, is desired. **OR**  
Five (5) years of professional experience in public or business administration. Documented experience with handling difficult customer service interactions and sensitive or controversial issues.
2. Must hold an Alaska driver's license or obtain one within thirty days of hire.
3. Must be able to sit for long periods of time while operating a computer, able to move about, including reaching and crouching, to coordinate work, able to regularly lift up to ten pounds and occasionally lift up to fifty pounds, and must be ambulatory to run errands, escort guests and use stairways.