



HAINES BOROUGH
POSITION DESCRIPTION

Facilities Clerk
(Administrative Assistant)

DEFINITION:

The Project Clerk is under the direct supervision of the Public Facilities Director and is responsible for performing a variety of routine and complex clerical and administrative work to assist the Public Facilities Director. This job description reflects the assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

- Manages and coordinates facilities projects and activities as assigned by the Public Facilities Director, including planning, documentation, and implementation. This may include preparation and/or review of bid documents, resolution drafting, change orders, and grant reporting.
- Assists with developing and maintaining project document filing systems.
- Responds to and prepares correspondence as needed or when directed by the Public Facilities Director.
- Maintains project compliance with regulatory agencies such as the Planning Commission and various state agencies.
- Other duties as assigned to support and assist the Department of Public Facilities and Capital Projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of modern office practices, procedures, and equipment.
- Computer skills and experience with word processing, databases, and spreadsheets.
- Ability to read, analyze and interpret reports and regulations.
- Ability to define, research, and solve problems.
- Strong written communication skills including knowledge of correct English usage (grammar, spelling, punctuation, and vocabulary), and the ability to prepare complete, clear, accurate, and concise reports and correspondence.
- Ability to organize work, set priorities, meet critical deadlines, and complete assignments with a minimum of direction.
- Ability to maintain effective working relationships and communications with the public and local officials, contractors, department directors, and other legislative agencies.
- Ability to exercise discretion in dissemination of confidential or sensitive information, and skill in information control procedures and techniques.

EMPLOYMENT QUALIFICATIONS

- High school graduate or equivalent.
- Minimum two years project management or advanced clerical experience.
- Must hold an Alaska driver's license or obtain one within thirty days of hire.
- Must be available to attend evening and/or weekend meetings, when necessary.

WORK CONDITIONS & ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office settings.
- The noise level in the work environment is usually quiet in the office.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.