



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, the Director of Public Facilities, 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 both the Borough Manager and Director of Public Facilities 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.
2. Acts as the Borough's grant manager, tracking deadlines and deliverables to ensure all aspects of grants are reported upon appropriately and Borough staff and/or collaborators are meeting the terms of the grants in a timely and responsible manner.
3. Assists the Manager and Director of Public Facilities in the area of human resources.
4. Assists the Manager and Director of Public Facilities in the formulation and implementation of the Capital Improvement Program (CIP), Comprehensive Plan and component development plans, and other planning initiatives.
5. Assists the Manager and Director of Public Facilities in the planning, documentation, and implementation of special projects.
6. Assists the Manager and Director of Public Facilities in the coordination of projects with state and federal agencies, nonprofit corporations, trusts and private foundations, and other local public entities such as the Haines Borough School District.
7. Assists the Manager and Director of Public Facilities in drafting short-and long-range plans and priorities, policies and procedures, and forms.
8. Responds to and prepares correspondence as needed or when directed by the Manager and/or Director of Public Facilities.
9. Manages and coordinates facilities projects and activities as assigned by the Director of Public Facilities, including planning, documentation, and implementation. This may include preparation and/or review of bid documents, resolution drafting, change orders, and grant reporting.
10. Conducts research, prepares and presents studies, status reports, issue papers, and proposed policies, plans, procedures, resolutions, and ordinances.
11. Maintains effective working relationships with elected and appointed officials, staff, business and agency personnel, media, and community groups.
12. Other duties as assigned to support and assist the Administration office and Department of Public Facilities and Capital Projects.

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. Extensive knowledge of grant management, reporting, and administration.
4. Working knowledge of grant writing.
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, English or office management related studies. Demonstrated track record of managing 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.