

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING
**EXECUTIVE ASSISTANT TO THE
BOROUGH MANAGER**



The Haines Borough is accepting applications for a permanent, full-time *Executive Assistant to the Borough Manager* to perform a variety of routine and complex tasks including grant writing and administration as well as project planning and coordination. This is a professional administrative position that reports directly to the Borough Manager.

Minimum REQUIRED Qualifications: 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.

AK Drivers License, *proficient* in Word and Excel, and *strong* oral & written communication skills.

Wage: \$25.00 with excellent benefits.

Application Deadline: 5:00pm, Monday, April 9, 2012

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesborough.us or by contacting the:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31 or 60
Fax: 907-766-2716
jcozzi@haines.ak.us or jheinz@haines.ak.us

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