

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. 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.

Minimum REQUIRED Qualifications: 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.

Must hold an Alaska driver's license or obtain one within thirty days of hire.

Wage: \$22.00 per hour with excellent benefits.

Application Deadline: 5:00pm, Friday, July 29, 2016; or thereafter until filled.

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

Borough Clerk's Office
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave S
907-766-2231, ext. 31
Fax: 907-766-2716
jcozzi@haines.ak.us