

HAINES BOROUGH
POSITION DESCRIPTION
**Executive Assistant to
Borough Manager**



DESCRIPTION:

The Executive Assistant (EA) to the Borough Manager is responsible for performing a variety of complex tasks assigned by the Manager as well as assisting the Borough Manager in maintaining day-to-day contact with the operating department heads of the Borough. Work is performed in accordance with accepted municipal management principles and practices. Work is reviewed directly by the Borough Manager through review of reports and extensive work progress and management team meetings. The EA assists with administrative tasks and communications, dedication to special projects, project planning and coordination. These services are essential in the coordination and implementation of Borough business. The EA handles a wide range of administrative and executive support related tasks associated with providing highly visible, sensitive and confidential support to the Manager and other Department Heads as assigned. A high level of professionalism and confidentiality is crucial in this position. This job description reflects the essential duties and responsibilities as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

WHAT WE OFFER:

This is an opportunity to work on activities, projects and policies that affect and benefit our community. This is a full-time, 40 hours per week, union eligible position. Some evening meeting attendance may be required. We offer retirement (PERS), supplemental benefits (SBS), medical insurance, paid holidays, and an encouraging work environment. The position pays \$23.05 to \$ 25.60 hourly, depending on experience. You will have generous personal leave, medical, dental, vision and prescription drug benefits with SBS-AP (Defined Contribution Annuity Plan) and PERS retirement --fully benefited value of approximately \$82,541-\$89,427 per year.

SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Borough Manager. The position does not supervise staff; however, in the realization of the duties, the position may be authorized by the Manager to request directly from department heads the production of needed data, documents and cooperation from relevant staff.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists the Borough Manager in planning and carrying out specific projects such as the junk car removal program, Capital Improvement Projects, and follow up to Assembly assignments.
2. Assists the Borough Manager and Planner in the interpretation, implementation and updating of the Comprehensive Plan and component development plans and other planning initiatives.
3. Prepare numerous written documents including press releases, reports, letters of correspondence, meeting minutes, ordinances and resolutions.
4. Assists in the maintenance of an electronic file of the Manager's public records.
5. Assist the Borough Manager with the formulation, implementation, review and control of the policies, procedures and regulations regarding the administration of the Borough.
6. Disseminate information to citizens of the Borough, to employees of the Borough, and to elected officials of the Borough through written reports, emails, newsletters, social media, website, and presentations. Perform designated roles and responsibilities of the Borough Manager in her absence.

7. Responsible for preparing, compiling, and arranging for the publication of monthly and annual departmental statistics.
8. Perform research, analysis, studies and reports on special projects as assigned by the Manager.
9. Attend and participate in Borough Assembly-related meetings as directed by the Borough Manager.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints
11. Assist in the development of short and long range plans; gather, interpret and prepare data for studies and reports regarding proposals for programs, grants, services, budget, and equipment; coordinate activities with other departments and agencies as required.

KNOWLEDGE 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.

1. Ability to define, research and solve problems as presented by Borough employees or the public.
2. Ability to operate a computer with high-level knowledge of word-processing and spreadsheet programs.
3. Ability to accurately type at a rate of at least 45 wpm.
4. Ability to read, analyze and interpret general governmental reports or regulations.
5. Ability to write correspondence, reports and planning documents.
6. Ability to work courteously and effectively with the public.

Required Skills

- Knowledge of the application of computer technology to municipal administration and operations. Proficiency with Microsoft Office.
- Ability to express ideas clearly and concisely, both spoken and in writing, to individuals and groups; ability to develop thorough and complete reports.
- Ability to establish and maintain a solid working relationship with elected and appointed Borough officials, employees, and the general public.

WORK CONDITIONS & ENVIRONMENT:

The work environment and physical requirements 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.

1. Command of the English language is necessary: Read, Write and Speak.
2. The noise level in the work environment is usually quiet to moderate.
3. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must be able to sit for long periods of time while operating a computer and is occasionally required to balance; stoop, kneel, and crouch. Must be able to talk or hear; and smell. Must be ambulatory to run errands and escort guests, and must have the ability to climb stairs.
4. The employee must regularly lift up to ten pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Great mental effort is required daily with a moderate amount of pressure during an average workday with a constant exposure to deadlines.

EVALUATION CRITERIA:

This position will be evaluated primarily on depth of knowledge as required by this position description. Additional criteria includes the ability to communicate clearly and concisely, completely and respectfully with elected officials, peers and employees, orally and in writing.

EMPLOYMENT QUALIFICATIONS:

1. High school graduate or general education degree. Associate's or Bachelor's degree preferred.
2. Five years of some combination of project planning, grant writing, and grant administration.
3. Must have training in computer software for office applications.
4. Must hold an Alaska driver's license or obtain one within 30 days of hire.

Five years of administrative experience in office environment with public contact. Requires high degree of written and verbal skills in composing letters and contact with the public. Ability to research, plan and mobilize resources. Work requires continual attention to detail in composing, typing, data entry and proofing materials, establishing priorities and meeting deadlines. Able to operate such general office machines as a personal computer, FAX and photocopier. The position requires excellent typing skills and extensive knowledge of computer software applications including word processing, spreadsheets, database and presentation software (MSWord, Excel, and Power Point). Applicants must have a high level of interpersonal skills to handle sensitive and confidential situations. The position continually requires demonstrated poise, tact and diplomacy. Ability to speak for and represent the Borough Manager as directed. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. Ability to interact with Borough Department Heads, Borough staff, and appointed and elected officials. Associate's or Bachelor's degree preferred.