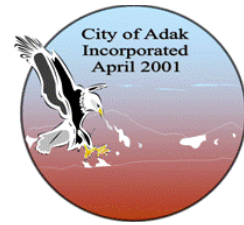


## CITY OF ADAK, ALASKA

P.O. Box 2011  
Adak, Alaska 99546-2011  
Telephone (907) 592-4500  
Fax (907) 592-4262



### JOB ANNOUNCEMENT

<b>POSITION:</b>	City Clerk	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	City Council	<b>SALARY:</b>	<b>DOE</b>
<b>FLSA:</b>	Non-Exempt	<b>FT/PT/INT:</b>	Part-Time
<b>POSTED ON:</b>	June 27, 2017	<b>CLOSING DATE:</b>	Until Filled (1st review 07/19/17)

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#### PURPOSE OF POSITION:

Under general direction, provides administrative support for the maintenance of municipal legislative and administrative records; acts as parliamentarian to the Council to facilitate and accomplish the legislative process; maintains a comprehensive record system; serves as chief election official for all City elections.

#### TYPICAL RESPONSIBILITIES:

- Responsible for preparing and assembling meeting agendas; records council meetings; publishes legal notices, posts notices as required and provides information on actions taken by the Council.
- Attends all regular and special Council and Council appointed Committees.
- Maintains membership rosters for boards, committees appointed by the Council. Provides notice when terms are expiring, prepares public invitations for applicants.
- Maintains indexing and filing system of all minutes, ordinances, resolutions and other records of the Council; maintains a city wide records management system.
- Receives applications. Issues licenses and permits.
- Assists the Manager and Council in administrative matters.
- Supervises all municipal elections. Serves as chairperson of locally administered state/federal elections.
- Performs other related work as required.

#### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of: Parliamentary proceedings; filing systems and methods; records disposition and control; election requirements and procedures
- Ability to: Supervise the preparation of reports; prepare documents; establish and maintain working relationships with supervisor, associates, officials and the public; deal with controversial matters in a tactful manner.

#### MINIMUM QUALIFICATIONS:

- Graduation from high school or the equivalent; and
- Ability to type and experience with computers.; and
- Ability to work with minimum of supervision and carry out delegated duties.

#### BENEFICIAL QUALIFICATIONS:

- Knowledge and experience with QuickBooks and bookkeeping
- Knowledge of Title 29 of the Alaska State Statutes
- Knowledge and experience of state election laws and procedures

#### FOR MORE INFORMATION OR TO APPLY:

For more information about the position, please contact the City Manager at (907) 592-4500. An employment application can be downloaded from the city website [www.adak-ak.us](http://www.adak-ak.us).

Interested candidates should submit a completed City of Adak employment application and resume to the above address, attention: City Manager or emailed to [hr@adak-ak.gov](mailto:hr@adak-ak.gov). Submit documents in PDF format only with a total file size of under 5MB. Applications sent in other formats (including .zip format) may be rejected by our mail server. Completed applications may also be brought to the City office Monday – Friday 9:00 AM – 5:00 PM.