



JOB RECRUITMENT

DEPUTY CLERK BOROUGH ADMINISTRATION

The City and Borough of Yakutat is seeking to hire one DEPUTY CLERK.

The Community:

The City & Borough of Yakutat is a community of 550 residents, located on the northern coast of the Gulf of Alaska, with a seasonal influx of visitors and summer workers. Seasonal residents living beyond the populated area (the boundaries of the former city of Yakutat), in the outskirts of the Borough, include summer commercial fishing, mining, and various recreational users.

The Borough encompasses about 9,460 square miles. Yakutat Borough is within and surrounded by the Tongass National Forest, Wrangell St-Elias and Glacier Bay National Parks and Preserves, and state lands. Like most of Southeast Alaska, Yakutat is relatively isolated with no road or rail access. The Alaska State Ferry provides seasonal access, and freight arrives via Alaska Airlines and Alaska Marine Lines barges. There is twice-daily jet service, served by Alaska Airlines. The economy is rooted in commercial and sport fishing, fish processing, government services and tourism.

Job Summary:

The Deputy Clerk is a full time position within the City and Borough of Yakutat, working in the Department of Administration. The Deputy Clerk works closely with the Borough Clerk and the Borough Planner, other borough employees and the general public. The Deputy Clerk performs a variety of sensitive, complex, professional and technical administrative tasks in accordance with the Yakutat Borough Code, Borough Charter and Planning and Zoning publications. This is a mid-level management position with opportunities for advancement.

Duties and Responsibilities:

- Assists in the preparation for meetings, assembly and distribution of the Planning Commission and Assembly, meeting notices, agenda.
- Attend, facilitate and keep record of the meetings for the planning department and administration as directed.
- Assists in the development and distribution of notices, flyers, brochures, and other information materials about programs.
- Update the Borough website and social media posting.
- Assists in clerical duties relating for zoning, leases, and land use, and ROW/Municipal land access permits.
- Performs technical and clerical functions such as maintaining the department's database programs, spreadsheets, archival duties and producing correspondence.
- Assists with personnel training scheduling, attendance, and certification tracking.

- Assists with documenting work performed by Parks, Recreation, and Trail Crew to meet quarterly reporting requirements.
- Assists with inter-departmental work order tracking and follow-up.
- Assists with communications with the Borough Clerk's Office in the maintenance of Planning and Public Works department records and preparing documentation in response to requests for public records.
- Performs other duties and special projects as requested to facilitate efficient operations of the departments.

Requirements and Qualifications:

- High School diploma or equivalent.
- Must be at least 18 years of age.
- Must have a valid Driver's License.
- Must have knowledge of office operations.
- Be able to communicate professionally verbally and in writing.
- Must be proficient in the Microsoft Office Suite, Google Suite, and internet applications.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with public, Borough Officials, Department Managers, employees, and business associates.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing.
- Ability to prioritize projects for timely and accurate completion within established deadlines and changes in work priorities.
- Must be willing to attend Municipal Clerk training.
- Must be willing and able to become a Public Notary.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

Physical Requirements:

- Must be able to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
- May sit for long periods of time to perform work, however, there may be some walking, standing bending, lifting up to 30 lbs, climbing a small ladder, driving a vehicle and similar types of physical activity.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the use of a computer keyboard and related equipment.
- Sufficient personal mobility with or without reasonable accommodation which permits function in a general office environment and visits to the departments within the City and Borough of Yakutat.

Working Conditions:

- This position requires the person to be self-motivated and able to work independently.
- This is a non-exempt full-time position. The Borough's normal work schedule is 35 hours per week, Monday through Friday 9AM to 5PM with a 1 hour lunch; it is anticipated that the employee will be required to spend a minimum of 35 hours in a normal work week in order to adequately fulfill the duties and responsibilities of the position, however, extended hours may be required from time to time to meet the project deadlines.
- Most of the time will be spent in an office setting, however, some field work and travel may be required.
- The CBY work week is 35 hours.

Other Information:

- Salary is based on the CBY Salary Schedule, This position is anticipated to be at range 10-15 (\$24-27/hour), depending on experience.
- This position is eligible for a full benefits package.
- CBY is an equal opportunity employer, and does not discriminate with regard to race, religion, gender, origin of nationality, age, disability, marital status, sexual orientation, or any other category protected by federal, state or local law.
- Employee will be subject to drug testing prior to employment.
- Nothing in this post guarantees employment with CBY.

TO APPLY: Please submit an application to the Borough Clerk's Office at City Hall at 434 Max Italio Drive, via in-person hand delivery, email clerk@yakutatak.us, or fax (907) 784-3281.