

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Administrative Coordinator
Supervisor: City Manager	Department: City Managers Office
Wage Grade: 8	Full Time/Part Time: Full-time
Probationary Period: 6 Months	Union: Non-union
DEPARTMENT REVIEW	
Submitted By:	Date:
Reviewed By: <i>CFH</i>	Date: <i>Nov 19, 03</i>
HR Manager: <i>Kim Hughes</i>	Date: <i>11-19-03</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **November 2003**

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What is the overall purpose and objective of this position (why does this position exist)? **To provide administrative support and assistance to City Manager, Natural Resource Analyst, and City Council.**

Explain the level of supervision received: **Receives direct supervision from the City Manager.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

- **Coordinate special events for the City of Unalaska: receptions, banquets, holiday employee banquet, dedication ceremonies, legislative banquet in Juneau, legislative fly-in, New Year's Eve and Independence Day fireworks display, community clean up at City Hall, high school career fair, etc.**
- **Monitor and evaluate special projects as directed by the City Manager and Natural Resource Analyst.**
- **Coordinate local and long distance telephone account quarterly audits, janitorial RFQ's for all City facilities every 2 years, Mayor's beautification project, Coast Guard Community Work Service, holiday turkeys, etc.**
- **Coordinate travel arrangements for the City Manager's office and City Council to annual conferences and meetings with professional organizations such as Alaska Municipal League, Southwest Alaska Municipal Conference, Juneau and Washington, DC lobbyists meetings, North Pacific Fisheries Management Council meetings and other state departments and fisheries industry. Work with travel agents, car rental agencies, and hotel services.**
- **Prepare travel authorizations, payment of associated fees, itineraries, and maintain Trip Report file/log.**
- **Miscellaneous administrative duties include requisitions for general fund department supplies with purchase orders, for purchases using payment authorizations, establishment of new vendor accounts when necessary. Write letters and memorandum; create annual Unalaska Visitors Guide City page; maintain City Manager, Executive, and Fisheries calendars; maintain community calendar for Dutch Harbor Fisherman and City website; prepare monthly reports and annual City Assessment for distribution; maintain photo inventory and update collection; assist with annual budget preparation; maintain list of donations; update community profile as needed; coordinate copier service repair maintenance for all departments; maintain master phone list of long distance account codes; calling cards and phone lines and numbers; vehicle registrations for city surplus sales; etc.**
- **Respond to requests for information from employees, the public, consultants and**

representatives from local, state, and federal agencies.

- **Maintain/Destroy/Archive records on local, state and federal correspondence and reports according to Records Retention System.**
- **Daily duties include answering incoming phone calls, filing, faxing, scheduling meetings for the City Manager, obtaining City Manager signatures for documents received from all departments and processing paperwork to appropriate departments.**
- **Act as backup for the Department of Administration as needed.**
- **Other duties as assigned.**

Does this position have access to confidential information? Yes No If yes, please provide detail. **This position has access to personnel, legal, labor union negotiations, and other confidential information.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **This position has indirect access of City funds through payment authorizations and purchase orders for the City Managers Office. This position has an active role in planning the department budget.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain. **Must communicate with all department directors, employees, the public and various vendors and consultants.**

What are the minimum qualifications necessary for this position?

- ✓ **High school diploma or GED.**
- ✓ **Four years of related professional office experience.**
- ✓ **Valid Alaska driver's license or ability to obtain one within 90 days of employment.**
- ✓ **Combination of education and experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- ✓ **Four years of related professional office experience preferably in a public sector environment.**
- ✓ **Related college courses.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- ✓ **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- ✓ **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- ✓ **Ability to maintain confidentiality and security.**

- ✓ Strong written and oral communication skills, problem-solving skills, and interpersonal skills.
- ✓ Ability to maintain professionalism under pressure.
- ✓ Organizational skills are required.
- ✓ Ability to learn rules, regulations, policies, procedures and terminology used in public government office environment.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- ✓ Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.
- ✓ Must have strong typing abilities.
- ✓ Knowledge of basic office equipment including, but not limited to: fax machine, multi-line telephones, calculator, typewriter and copier.
- ✓ Ability to use modem and AS400 software.
- ✓ Must be able to operate a City automobile.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="checkbox"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	<input type="checkbox"/>

Describe the requirements of this position which make these factors important: **This position may be given numerous special projects. Must be able to efficiently coordinate and communicate with various individuals to complete certain tasks while meeting department and City of Unalaska goals and administrative directives.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Position is required to successfully complete a drug test prior to beginning work. Valid Alaska Drivers License or the ability to obtain one within 90 days of employment.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ___
 No X If yes, please explain: **Some travel may be required. Work conditions are consistent with normal office environment. Occasional emergency or non-traditional work**

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hours may be necessary.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	15% of time	
Walking	X	15% of time	
Sitting	X	70 % of time	_____
b. Lifting	X	35 lbs.	Copy paper, filing boxes
Carrying	X	35 lbs.	Copy paper, filing boxes
Pushing	<input type="checkbox"/>	lbs.	_____
Pulling	<input type="checkbox"/>	lbs.	_____
2. Climbing	X		Archiving file boxes
Balancing	<input type="checkbox"/>		
3. Reaching	X		Supply storage in high areas, archiving
Handling	X		Processing paperwork
4. Stooping	X		Filing, storing office supplies
Kneeling	X		Filing, storing office supplies
Crouching	X		Filing, storing office supplies
Crawling	<input type="checkbox"/>		_____
5. Speaking	X		Communicating information
Hearing	X		Communicating information
6. Seeing	X		Handling paperwork, computer use
Depth Perception	<input type="checkbox"/>		_____
Color Vision	<input type="checkbox"/>		_____

HISTORY SUMMARY

1993 – Last Revision

06-2003 – Removed incumbent, included probationary period, added wage grade, changed signature blocks, included selection guidelines, changed JD to new format, updated legal requirements language, other minor language changes.

11-2003 – Reclassified position from a WG10 to a WG8.

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