**City & Borough of Wrangell Position Description**

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| Position: Executive Assistant | Type: Permanent Full-Time |
| Department/Site: Administration | FLSA: Non-Exempt |
| Evaluated by: Borough Manager | Salary Grade: 26 |

# **Summary**

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| Under the direction of the Borough Manager, this position oversees all aspects of human resources management and provides high-level executive support to Administration. Key responsibilities include developing and enforcing personnel policies, coordinating employee training and certification programs, managing benefits and services, and overseeing performance management initiatives. Additionally, the role ensures efficient administrative operations, supporting the Borough Manager in achieving organizational goals and fostering a positive work environment. |

## Essential Duties and Responsibilities

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| * Provides executive assistance and support services to the Borough Manager, including, but not limited to: research, report preparation, scheduling, and drafting official documents, including, but not limited to: ordinances, resolutions, policies, and agreements.
* Inputs Borough Manager agenda management documents into the borough agenda management system.
* Prepares and monitors the budget for the Borough Manager and assists with the budget cycle preparation, as needed.
* Assists the Borough Attorney with research and preparation for litigation and acts as a liaison between the attorney and affected department. Works with the attorney on the preparation and presentation of routine legal opinions.
* Interfaces with federal, state, and local officials and facilitates their activities and requests with borough departments.
* Manages the Borough’s human resources operations by performing a variety of complex administrative, technical and confidential tasks, ensuring compliance with applicable policies, procedures, laws and regulations.
* Confers with employees, supervisors and managers on disciplinary concerns, grievances and other related personnel issues; recommends discipline of classified staff, including the drafting of appropriate notices and letters.
* Administers, interprets and implements collective bargaining agreements; participates in the negotiations and grievance process.
* Coordinates training, certifications, and professional development opportunities organization wide.
* In coordination with the manager, develops, reviews, and personnel policies.
* Maintains official and confidential personnel files.
* Performs other duties as assigned by the Borough Manager.
* Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial management systems, e-mail, Internet, or other software programs.
* Aids Department Directors in matters assigned by the Borough Manager, in relation to Human Resources.
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**Education and Experience**

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| * Requires a Bachelors’ degree from an accredited college or university with a degree or major course work in one or more of the following fields: public or business administration, public relations, planning, project management, economics, finance, or related field.
* Five years related experience in municipal government is desired. Advanced degree or certificate may be substituted for up to two years of the desired experience.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.  |

**Licenses and Certificates / Qualifications**

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| * Requires a valid Alaska Driver’s License.
* Requires SHRM-CP Certification within one year.
* Bachelor’s degree with a human resources emphasis is preferred

Any combination of experience and education which provides the applicant with the following attributes:* Knowledge of local, state and federal laws applicable to local government activities.
* Ability to evaluate situations and circumstances and make administrative decisions and recommendations adhering to established ordinances, policies and guidelines.
* Ability to establish and maintain professional working relationships with borough officials, management, employees, federal and state officials and the general public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.
* Ability to negotiate acceptable solutions to difficult problems, interdepartmentally or between departmental personnel, management and/or the public.
* Ability to maintain confidentiality, when necessary.
* Ability to communicate effectively, both orally and in writing.
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**Working Conditions**

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| Work is performed indoors where minimal safety considerations exist. |

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

I have read and understand the duties of the above listed job. I understand that the job duties described above are the main highlights of the position and do not fully encompass all duties required.

Employee Signature Date