

CITY AND BOROUGH OF WRANGELL

JOB ANNOUNCEMENT **HARBOR** **ADMINISTRATIVE ASSISTANT**

The Wrangell Harbor Department will accept applications for the position of **Administrative Assistant** through June 5, 2019 at 5:00 p.m. This is a permanent position with all City & Borough benefits, and is part of the IBEW collective bargaining agreement.

This position provides comprehensive administrative and accounting support to the Harbor Department. The Harbor Administrative Assistant plays a critical role in serving as one of the Harbor Department's primary interfaces with the public.

Applicant must be able to maintain records, process forms, and operate a personal computer with standard and customized software applications. Requires strong math skills and a general understanding of accounting principles to keep track of accounts, perform banking, and handle other transactions. Must be able to deal with a wide range of people, including situations in which individuals may be upset. Must be able to perform a variety of tasks with accuracy under the pressure of time-sensitive deadlines.

A High School Diploma or GED and office-related experience is required. A background knowledge of waterfront activities and vessels is desirable. Must have a valid Alaska driver's license or the ability to obtain one.

Applications and job descriptions may be obtained and returned to Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email to amollen@wrangell.com. Pay for this position starts at \$20.26 per hour DOE.

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Lisa Von Barga
Borough Manager

KSTK: Please announce through June 5, 2019
Sentinel: Please publish May 23 and 30, 2019