



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT III **PERMANENT FULL-TIME POSITION**

37.5 hours per week

\$24.59 Hourly

Do you have strong clerical experience?

Are you able to prioritize, multi-task, and perform duties independently and accurately?

Do you enjoy working in a team environment?

If you answered yes to these questions, then this would be the perfect job for you!

This is a benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular salary increases, an excellent health insurance program, paid leave, and retirement credit through PERS (Public Employees' Retirement System).

RESPONSIBILITIES

Under general direction, independently manage, supervise, and maintain administrative services for the Juneau Harbor offices. Prepare, analyze, and compile month end financial reports for budget development and financial reports for budget development and financial management of all Harbors. Exercise substantial independent judgement to work within established CBJ harbor ordinances and Regulations. Responsible for all Harbors revenue collections, and vessel impoundments following strict legal requirements. Provide and cultivate excellent customer service skills to both internal and external customers. Establish or improve department processes to increase efficiencies and revenues. Provide direct supervision of five administrative positions. Work requires knowledge of unrelated processes and methods, increased level of complexity and a broader variety and scope than at the lower levels. Incumbents exercise discretion about how to proceed and solve non-standard matters. Contacts involve significant interaction with the public and others to answer non-routine and/or sensitive inquiries. Gives instruction, advise, plan, and coordinate work, or to counsel.

Administrative Assistants III exercise discretion about how to proceed and solve non-standard matters.

Typical responsibilities include the following:

- May take action or effectively recommend action on employee appointment, promotion, , discipline, and discharge; approve leave, evaluate performance, assign and check work, provide training, set priorities and work schedules, and other supervisory duties.
- This position manages the Aurora Harbor Office operations and overseas the Statter Harbors office operations
- Ensures final work product of unit or office meets compliance with rules, procedures, policies, regulations, and laws.
- Collaborates and provides technical guidance to management related to their area of specialty. Provides expert advice related to applying and explaining of rules, procedures, policies, regulations, and laws for area of specialty.
- Effectively recommends changes to procedures in order to comply with rules, procedures, polices, regulations, and laws.
- Identifies resources needed, factors to consider, and decides how to present budgetary information for various purposes as required or when requested.
- Monitors Harbor accounts; for delinquent accounts; effectively recommends impounds of patron property.
- May analyze, reconcile, and maintain accounts in Docks & Harbors FSM database; does detailed research to verify the accuracy of accounts and the adequacy of supporting documents; develops comparative data and ratios to reflect relationships between specified accounts, different time periods, costs of different operations or other specified information; prepares worksheets or reports reflecting the examinations made, discrepancies noted and the corrective entries required to adjust accounts; reviews the efficiency of accounting processes and compliance with prescribed procedures; recommends improved coordination, additional training, or clarification of procedures to reduce errors or processing delays.

CONTINUED ON BACKSIDE

MINIMUM QUALIFICATIONS

Education: High School graduation or the equivalent.

Experience: One (1) year of journey-level technical administrative experience.

OR Two (2) years of entry-level technical administrative experience.

SUBSTITUTION: Post-secondary or business college training may be substituted for one (1) year of the required entry-technical experience on the basis of 2.5 semester hours (3.75 quarter hours) for one (1) month of experience (32 semester hours or 48 quarter hours is equivalent to 1 year).

Other: Valid Alaska Driver's license **at time of appointment and for continued employment.**

Examples of Qualifying Experience:

Entry Technical: Reviewing and editing standard report documents for grammar, spelling, or formatting errors (example: meeting minutes). Preparing basic purchase orders, revenue transmittals, bank deposits, or similar documents and reviewing for completeness and conformity to policy. Applies payments to accounting structure where some judgement is needed and there are multiple billing categories; enter personnel transactions into HR system; release records using well defined laws, standards, or policies where some judgment and discretion is used.

Journey Technical: Creating statistical charts/reports relating to legal matters; interpreting, evaluating, and applying a wide variety of rules, regulations and procedures. Examples include: Calculating or auditing timesheets against multiple sources that may require the application or interpretation of contract provisions, personnel rules, or policies. Complexity involves evaluating a variety of standard premium pays such as overtime, shift differentials, hazard, recall, and standby; reviewing and correcting calculations and coding completed by other staff; interpret, review, and apply record release laws, statutes, and regulations to a wide variety of records.

NOTE: This is a union represented position and a benefited position. For more details about benefits, please visit the following website: <http://www.juneau.org/personnel/benefits.php>

CLOSING DATE

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on **May 24th, 2017.**

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit

<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:

(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER