Job Title: **Administrator of Public Services**
Supervisor: **Director of Public Services**
Classification: **Classified**
FT/PT Status: **Full Time**
FLSA Status: **Exempt**
Benefits: **Medical, Dental, PERS, and Life Insurance**

DESCRIPTION: This position is responsible for implementation and reporting of all grant objectives, tasks and other related activities in compliance with Northwest Arctic Borough Code along with grant requirements. This position will also be responsible for developing and maintaining strategic partnerships with external organizations, agencies and individuals, maintaining efficient and complete administrative record of grant activities, monitoring progress of grant activities, and reporting to ensure successful implementation in accordance with grant contract terms and agency requirements. Commission and Committee representation is also a requirement of this position

DUTIES:

- Assist the Director of Public Services in departmental responsibilities.
- Submit grant reports as necessary to required agencies.
- Provide administrative support to the Northwest Arctic Borough Fire Department, Winter Trails Program, Revenue Sharing program, and Bulk Fuel Consortium when necessary.
- Oversee application, implementation and distribution of the Community Assistance Program.
- Develop grant proposals and locate funding sources for village and Borough projects as directed.
- Implement segments of Emergency Management Performance Grant annual work plan as well as submitting of quarterly reports.
- Responsible for the Community Utility Assistance Program including implementation and monitoring. Work closely with ANTHC on progress of program and report to Director.
- Coordinate with Borough Communities on water, sewer and infrastructure projects and assist as necessary.
- Travel as required.
- Responsible for the application and monitoring of the Multi-jurisdictional all Hazards Mitigation Plan as required by FEMA
- Perform other administrative duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or GED.
- Bachelor's degree or equivalent experience directly related to municipal government
- Must have municipal grant management experience
- Excellent analytical and organizational skills
- Excellent oral and written communication skills
- Excellent budgeting and planning skills
- Excellent facilitation and marketing skills
- Ability to work collaboratively and independently to achieve Borough goals
- Skills and experiences to set-up, coordinate, and support public meetings/hearings with local people with various agencies

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Employee **Date** **Director of Public Services** **Date**

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Mayor **Date**