**DISCRIPTION:** Performs full administrative duties of a responsible and confidential nature. This position interacts on a daily basis with the Borough residents and internal customers; composes and types non-routine letters and memoranda; prepares travel paperwork, documentation, and financial documents that meet the requirements of the Borough Treasurer; organizes and expedites flow of work for all Public Service Department as directed by the Director of Public Services. This role is also responsible for assisting in the development and maintenance of strategic partnership with external organizations, agencies and individuals. The incumbent will also maintain efficient and complete administrative record of grant activates, monitoring progress of grant activates, and report to ensure successful implementation in accordance with grant contract terms and agency requirements.

**DUTIES:**

* Interfaces with high level internal and external contacts requiring considerable discretion and initiative, requiring a high degree of tact and integrity due to the nature of exposure of the work.
* Greets and directs callers and visitors to the Public Services Department to the proper staff.
* Conducts special analyses and studies to determine comparative material, travel, and freight costs.
* Stay updated on regulations and communicates change to Director of Public Services.
* Assists in the grant related activities to include: maintaining an efficient production process; effective projected planning; coordinating grant objectives and tasks; and ensuring general procedural compliances.
* Participates in cross-functioning environment with Borough staff and external organizations, agencies and individuals to ensure positive performance in the technical, fiscal and operations management of all active grant projects; ensuring proper protocol is followed in conducting all formal change orders/modifications; timely submission of all required agency and/or Borough reports under immediate oversight of the Director of Public Services.
* Maintains a complete and orderly administrative record of all proposals, contracts, partnerships, grant and other pre-awarded and post-award instruments including fiscal and operations reports.
* Provides documentation and material to the Director of Public Services, as needed, for all grant administration issues.
* Participants in the daily/annual departmental responsibilities including strategic planning; operational planning implementation, general office administration, professional development; annual evaluation and reporting; budgeting; purchasing and as needed development of policies and/or procedures.
* Maintains an electronic database for reporting and tracking all grant information and activities, and is responsible for performing timely updates and ensuring the accuracy of information on the database, may also include providing accurate information to an outside contractor for the Borough website.

**MINIMUM REQUIREMENTS:**

* High school diploma or equivalent
* 5 years of secretarial/administrative experience
* 2 years direct relevant experience, Higher education can be substituted for relevant work experience.
* Excellent analytical and organizational skills, oral and written communication skills, Budgeting and planning skills, facilitation and marketing skills.
* Skills and experience to set-up, coordinate, and support public meetings/hearings with local people with various agencies.
* Ability to work collaboratively and independently to achieve Borough goals.
* Valid Alaska Driver’s license with a good enough driving record to be covered by NWAB insurance.

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**Employee Date Public Services Director Date**

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**Mayor Date Chief of Staff Date**