Job Description

OPEN: – until filled

Job Title: VIF Coordinator
Supervisor: Northwest Arctic Borough Mayor
Classification: classified
Hours Per Week: 37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.
Pay Level: $70,000 D.O.E.
Benefits: Medical, Dental, PERS, and Life Insurance

DESCRIPTION: The Northwest Arctic Borough Village Improvement Fund (“VIF”) was created as a fund dedicated to Borough villages for capital projects and improvements in services within the communities which is serves. The VIF will support projects, infrastructure and quality of life services for our villages within the Northwest Arctic Borough. This role is responsible for coordinating all efforts and information to and from the VIF commission as established by the Northwest Arctic Borough Assembly. This role coordinates meetings, public hearings, and commission information as directed by the VIF commissioners. This role will also be responsible for developing and maintaining strategic partnerships with external organizations, agencies and individuals, maintaining efficient and complete administrative record of village priorities.

DUTIES:

• Coordinates all meetings and public hearings of the VIF commission.
• Coordinates travel and other information for VIF commissioners and administration.
• Responsible for the creation and disseminates meeting agendas and information of the VIF Commission.
• Coordination of VIF commissioners and information dissemination.
• Work with individual VIF Commissioners on Village priorities as requested
• Conduct Village meetings in conjunction with Village VIF Commissioners to assist in prioritizing Village projects
• Report to the Assembly and administration projects for Villages as prioritized by VIF Commission for Assembly consideration
• Work with state and federal agencies to provide support for projects determined by the Commission.
• Perform other duties as assigned.

QUALIFICATIONS:

• A bachelor’s degree is preferred by not required.
• Experience in municipal, tribal, or other governmental agency administration is required.
• Experience in public meeting and / or hearing coordination and understanding of Municipal code requirements. Understanding of the Public meeting act requirements is essential.
• Ability demonstrate excellent analytical and organizational skills
• Ability demonstrate excellent oral and written communication skills
• Ability demonstrate excellent budgeting and planning skills
• Ability demonstrate 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.

SIGNATURES:
This job description has been approved by all levels of management:

Mayor

______________________________ Date

Personnel Officer

______________________________ Date

Chief of Staff

______________________________ Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

______________________________ Date

11/25/2015