



JOB DESCRIPTION – Administrative Services Manager I

Job Title	Administrative Services Manager I	Department	Administration
Reports to	City Clerk/City Planner	Salary Level	VIII A
Classification	Hourly	Revision Date	10/16/2023

General Description

Under general supervision, the employee is responsible for performing a full range of administrative duties for the City Clerk and/or Planning departments.

Reasonable Accommodations

To perform this job successfully the employee must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

General Office Duties

- Research and compiles information for the City Clerk and/or Planning Director. Drafting letters, general correspondence, and monthly reports for the City Clerk and/or Planning Director to review and sign.
- Works with other City staff and management to research and develop new processes, methodologies, and systems for department programs.
- Maintain, monitor, and set up equipment for meetings. Responsible for ensuring sufficient meeting supplies.
- Prepares and processes requisitions using proper accounting codes.
- Greets the public in a professional, friendly, and hospitable manner to provide information concerning code regulations, land concerns, permits, and compliance related matters.
- Providing administrative support, gathering information, proofreading, and processing documents.
- General office knowledge, including but not limited to: Preparing meeting agendas, updates City Council packets and various committee packets, Planning Commission packets and informational packets, meeting minutes, ordinances, resolutions, proclamations, public notices, bulk mailing, printing, and copying of documents, and answering phone calls.
- Maintains files, records, and other informational sources.
- Scans, organizes, and maintains documents in the appropriate electronic files. Assists with city-wide records retention schedule changes and assists with destruction schedules and City-wide records inventory as needed.

Essential Job Duties City Clerk’s Office

- Providing general information regarding public records requests.
- Assists the City Clerk in administering elections to include ballot preparation and testing. Program and troubleshoot optical scan units.
- Responsible for routine updates to the City Council and City Clerk’s website and administers website information related to assigned area; processes advertising and posting of public information under direction of City Clerk.
- Performs other duties as assigned by the City Clerk.



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Essential Job Duties City Planners Office

- Meets deadlines of required duties and proactively assists others in the department in meeting deadlines of various activities.
- Provides information to the public and professionals concerning code regulations, land uses, permits, FEMA Flood hazard areas, and compliance related matters.
- Assists in the processing of applications for permits, variances and research information needed for processing the applications. Maintains files for permits and violations.
- Assists with site plan reviews for compliance with applicable codes, involving setback, uses, landscaping, parking, layout, and development plans.
- Manages planning software platform adoption, use, and maintenance.
- Performs other duties as assigned by the City Planner.

Knowledge:

This position requires proficiency in the following areas:

- Working knowledge of effective office management.
- Knowledge of filing systems.
- Must have a valid Alaska Driver's License.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Ability to learn existing software and functions.
- Analytical and decision-making skills.
- Attention to detail and high level of accuracy while prioritizing tasks.
- Very effective organizational skills.
- Effective written and verbal communications skills.
- Stress management skills.
- Time management skills.
- Work with co-workers, outside agencies, and vendors in a professional manner.

Work Environment and Physical Effort

Office environment. This position is in an open area office. The employee may be faced with constant interruptions. While performing the duties of this job, employees will frequently be required to use hands and fingers dexterously to operate office equipment. The employee may have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over



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the telephone.

Education and/or Experience

Education:

High school diploma or General Equivalency Degree (GED).

Experience:

Demonstrated reliability and understanding of confidentiality.

Scope of Employment

Regular, full-time, (40) forty hours per week, exempt.

Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee. Supervisor:

_____ Date: _____

This job description is approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____