



WHITTIER SMALL BOAT HARBOR

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CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL HARBOR ASSISTANT

The City of Whittier, Alaska, Harbor Department is seeking highly capable individuals for two full time seasonal positions of Harbor Assistant I for the period of April through September 2016 (specific dates to be determined.) These positions are under the supervision of the Harbormaster or his designee. These positions are open until filled.

GENERAL DESCRIPTION: Under general supervision, provides reception, clerical and cashier support to the general public and other city departments.

EXAMPLES OF WORK: Receptionist duties: greeting the public and answering questions regarding harbor services, and policies regarding customer's accounts. Cashier: accurately calculating fees and issuing receipts. Clerical duties: data entry, filing, and preparation of correspondence and requests for information. Assist in maintaining all necessary forms and registration data. Under supervision of Office Manager, assists with maintaining accounts receivable, preparation of billing, purchase orders, and maintaining record logs. Monitors and uses the VHF radio, 2-way walkie-talkie radio, and multi-line telephone.

KNOWLEDGE, SKILLS AND ABILITIES: Must have a basic understanding of computers and office equipment and appropriate experience with basic office systems including but not limited to data processing, filing, telephone reception, bookkeeping, letter composition, cash receipts, mail receipt, and miscellaneous research. Must have appropriate verbal and written communication skills and have the ability and aptitude to perform a variety of routine and complex clerical and administrative tasks and provide administrative support to the harbormaster and harbor office staff. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

EDUCATION AND EXPERIENCE: High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

SALARY: \$13.44/hour, DOE. This is a temporary full-time position. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to harbormaster@whittieralaska.gov, or fax to 907.472.2472 Applications are available at City Hall, or by internet at www.whittieralaska.gov .

**Direct deposit of payroll is mandatory within 30 days of employment.
The City of Whittier is an equal opportunity employer and a drug free workplace.**

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