



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
Main: (907) 472-2327 • Fax: (907) 472-2404

EXECUTIVE ASSISTANT

Posting Date: 12/03/2024

Closing Date: 01/22/2025

Position Title: Executive Assistant
Department: Administration
Supervisor: City Manager
Classification: Non-Exempt, Hourly
Pay Range: \$29.67 – \$34.35 Hourly, DOE

POSITION SUMMARY: The Executive Assistant provides comprehensive administrative support to the City Manager, Assistant City Manager, and City Clerk's office. This role coordinates activities associated with tax administration, clerical functions, public meetings, records management, and financial transactions related to utility billing and collections. The Executive Assistant serves as the Deputy City Clerk, supporting City Council and Commission meetings as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

Executive and Administrative Support

- Provide direct administrative support to the City Manager and Assistant City Manager, including managing schedules, coordinating meetings, preparing correspondence, and maintaining official records.
- Act as a liaison between city administration, departments, and the public, ensuring prompt and clear communication and efficient handling of inquiries.
- Draft, edit, and manage reports, agendas, meeting minutes, and documentation for internal and external stakeholders.

Financial and Tax Administration

- Oversee real and personal property tax administration, including accurate billing, collection, and record maintenance.
- Support accounts receivable processes, assisting with collections for utility billing, sales tax, and lease payments, using effective communication strategies to ensure compliance with city requirements.
- Collaborate with Finance and Administration teams to ensure accuracy in financial records, accounts, and annual audits.

Public Records and Compliance (Deputy City Clerk Responsibilities)

- Serve as Deputy City Clerk by attending City Council and Commission meetings as needed, recording minutes, and preparing public documents.
- Assist with the administration of municipal elections, including voter outreach and ensuring compliance with Whittier Municipal Code and public records laws.
- Support the City Clerk's records retention duties, ensuring all city records are maintained securely and in compliance with municipal regulations.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- **Technical Skills:** Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint, and familiarity with municipal software for tax billing and records management.
- **Organizational Skills:** Highly organized, with strong attention to detail and accuracy in record-keeping and document preparation.
- **Advanced Communication and Negotiation Skills:** Skilled in persuasive communication, with the ability to negotiate effectively with taxpayers to facilitate timely and accurate payments. Capable of navigating difficult conversations tactfully, showing empathy while ensuring adherence to municipal tax obligations.
- **Problem-Solving Abilities:** Able to handle confidential information responsibly and resolve conflicts or discrepancies in a professional manner. Proactive in identifying solutions to complex administrative or tax-related challenges, while applying city policies and regulatory guidelines effectively.
- **Confidentiality and Ethical Conduct:** Demonstrated ability to handle sensitive information with the highest degree of confidentiality, integrity, and ethical judgment, following both city and IIMC standards. Awareness of public sector ethics and the responsibility to act impartially and transparently in all dealings.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED required; Associate's Degree in Business Administration, Public Administration, or related field preferred.
2. Two years of experience in an executive support role within a governmental or similar public sector setting preferred.
3. Experience with public records management or municipal tax processing is highly desired.
4. Proficiently read and write English.
5. Primarily office-based with occasional attendance at city council meetings outside regular business hours.
6. Requires the ability to lift and carry documents or office materials weighing up to 25 lbs.
7. Role may involve prolonged periods of sitting and extensive use of computer and office equipment.

Apply at www.whittieralaska.gov/employment

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.