

Proposed by:	Administration
Attorney Review:	02/27/2024
Vote:	__ Aye __ Nay __ Absent

**MUNICIPALITY OF SKAGWAY, ALASKA**  
**RESOLUTION NO. 24-03R**

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD THE POSITION OF OUTDOOR RECREATION COORDINATOR AT GRADE 14.**

**WHEREAS**, the new position has been evaluated at grade 14; and

**NOW THEREFORE, BE IT RESOLVED**, by the Municipal Assembly of the Municipality of Skagway that Attachment "A," Municipality of Skagway Classification Review Ranking by Grade, is amended by adding the position of Outdoor Recreation Coordinator at grade 14.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Sam Bass, Mayor

ATTEST:

\_\_\_\_\_  
Steve Burnham, Jr., Borough Clerk

(SEAL)

<b>Municipality of Skagway Classification Review</b>		
<b>Job Title</b>	<b>Dept</b>	<b>GRADE RANK</b>
Recreation Attendant	REC	10
Library Clerk	LIB	10
Harbor Security Officer	HAR	10
Groundskeeper	PW	10
Visitor Information Specialist II	TOUR	10
Museum Assistant	MUS	11
Library Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Recreation Worker II	REC	11
Office Assistant	ADMIN	11
Trail Crew Laborer	PW	11
Laborer	PW	12
Trail Crew Lead Laborer	PW	12
Receptionist/Medical Assistant	CLINIC	12
AR Clerk/Staff Support Clerk	ADMIN	13
Accounts & Benefits Specialist	CLINIC	13
Medical Assistant	CLINIC	13
Medical Account Analyst, Level II or Level I	CLINIC	13 or 15
Assistant Harbormaster	HAR	13
Code Enforcement Officer	POLICE	13
911 Dispatcher	POLICE	13
Recreation Worker I	REC	13
Accounting Clerk	ADMIN	14
Tax Clerk	ADMIN	14
Deputy Borough Clerk	ADMIN	14 or 16
Administrative Assistant	CLINIC	14
Police Clerk	POLICE	14
Emergency Responder	FIRE	14
Firefighter 1 / EMT-III or Paramedic	FIRE	14 or 16
<b>Outdoor Recreation Coordinator</b>	<b>REC</b>	<b>14</b>
Facilities Maintenance	PW	15
Refuse Collector/Incinerator Tech	PW	15
Visitor Information Specialist I	TOUR	15
Police Officer	POLICE	16
Permitting Official	ADMIN	16
Administrative Manager	CLINIC	16
Port Administrative Manager	PORT	16

Training Officer	FIRE	17
Executive Assistant	ADMIN	17
Library Director	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17
Heavy Equipment Operator	PW	17
Lead Groundskeeper	PW	17
Water/Wastewater Operator	PW	17
Mechanic	PW	17
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Wastewater Superintendent	PW	19
Port Development Director	PORT	19
Borough Clerk	ADMIN	20
Borough Treasurer	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21
Fire Chief	FIRE	21