

Proposed by:	Administration
Vote:	6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 13-09R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING RESOLUTION NO. 12-09R ATTACHMENT "A," THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO RECLASSIFY THE POSITION OF VISITOR INFORMATION SPECIALIST I FROM GRADE 12 TO GRADE 15.

WHEREAS, the Tourism Department has identified the need to revise the job description of the Visitor Information Specialist I to include additional duties related to community events, advertising programs and operations of the Visitor Information Center; and

WHEREAS, the Visitor Information Specialist I position has been classified at Grade 12, which is a pay grade not commensurate with the revised duties of the position.

NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A" of Resolution No. 12-09R is amended by reclassifying the position of Visitor Information Specialist I from Grade 12 to Grade 15.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 4th day of April, 2013.


Stan Selmer, Mayor

ATTEST:



Emily A. Deach
Municipal Clerk

(SEAL)



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ATTACHMENT "A"
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Municipality of Skagway Classification Review		Ranking by Grade
Job Title	Dept	GRADE
Medical Assistant (T)	CLINIC	10
Library Clerk (T)	LIB	10
Harbor Security Officer (T)	HAR	10
Laborer - Groundskeeper (T)	PW	10
Visitor Information Specialist II (T)	TOUR	10
Harbor Assistant (T)	HAR	11
Museum Assistant (T)	MUS	11
Librarian Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Rec Center Assistant PT Permanent	REC	11
Rec Center Assistant FT Permanent	REC	11
Equipment Operator (T)	PW	12
Trail Crew Lead Laborer	PW	12
Receptionist/Medical Assistant (T)	CLINIC	12
Community Service Officer (T)	POLICE	13
Training & Maintenance Coordinator	FIRE	13
911 Dispatcher	POLICE	13
Medical Assistant	CLINIC	13
Billing Clerk	CLINIC	13
Facilities Maintenance	PW	13
Permitting Official	ADMIN	14
Clinic Administrative Assistant	CLINIC	14
Tax Clerk	ADMIN	14
Acct. Payable/Receivable Clerk	ADMIN	14
Police Clerk	POLICE	14
Refuse Collector/Incinerator Tech	PW	15
Support Tech/Fire Inspector	FIRE	15
Lead Groundskeeper	PW	15
Visitor Information Specialist I	TOUR	15
Water Production Technician	PW	16
Police Officer (F/T & T)	POLICE	16
Emergency Services Administrator	FIRE	17
Heavy Equipment Operator	PW	17
Admin. Asst to Manager/Deputy Clerk	ADMIN	17
Librarian	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17
Municipal Treasurer	ADMIN	17
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Waste Water Superintendent	PW	19
Municipal Clerk	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21

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MUNICIPALITY OF SKAGWAY

CONVENTION & VISITORS BUREAU

JOB DESCRIPTION

POSITION TITLE: Visitor Information Specialist I (Tour Administrative Assistant)

POSITION SUPERVISOR: Tourism Director

HIRING AUTHORITY: Tourism Director with confirmation by Borough Manager.

WAGE RANGE: Entry Level Grade 15, rate of pay at appointment DOE not to exceed the current pay scale step #4.

BENEFITS PACKAGE: Medical/Dental Plan, Optional Life Insurance, Annual/Sick Leave, (PERS) Public Employee's Retirement System, (ICMA) International City Management Association Retirement Plan and Flexible Spending Plan for pre-tax medical spending deductions

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The equivalency of a high school diploma and four years experience in the visitor and hospitality industry. A bachelor's degree related to the visitor and hospitality industry can substitute for the required experience.
- Motivate, train, and work effectively with people of differing backgrounds and cultures.
- Strong computer skills with demonstrated proficiency in word processing and spreadsheet programs including Excel and Microsoft Word.
- Experience in preparing documents, and the ability to speak and write effectively.
- Excellent organizational skills with attention to details and follow through.
- Experience in working with people, responding to inquiries and demonstrated self-confidence under stressful conditions.
- Knowledge of Skagway and the region.
- Ability to represent Skagway in a friendly and professional manner.

DUTIES:

This position works under the direction of the Tourism Director and performs a full range of clerical and office duties.

- Greeting visitors at the Visitors Center.
- Travel and represent the Municipality when necessary.
- Respond to visitor inquiries via phone, fax, e-mail, and in person.
- Maintain visitor statistics and current important events.
- Update and maintain data base of residents, and constituent groups (legislature, businesses)
- Compile and distribute annual ship schedule and update as needed.
- Compile and maintain a running total of budget expenditures.
- Make sure cleaning and maintenance are done daily
- Maintain inventory of required office supplies.
- Review the CVB website, visitor information handouts and brochures for accuracy and update as needed.
- Stock brochure racks and maintain inventory of brochures.
- Provide information to Feeder Visitor Centers (SE Communities, Whitehorse, etc.)
- Update local visitor information seasonally.
- Work with other committees as directed.

- Act as secretary for Convention & Visitor's Bureau board meetings; prepare board information prior to meetings.
- Supervise Visitor Information Specialist II employees.
- Coordinate advertising programs.
- Schedule seasonal employees and coordinate training programs
- Coordinate personnel forms, payroll and invoices with the Finance Department.
- Responsible for the safety of the work place.
- Coordinate special events.
- Other duties as assigned.