

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

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 13-18R

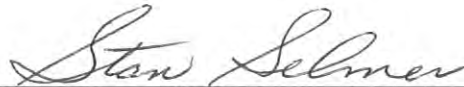
A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO RECLASSIFY THE POSITION OF MUNICIPAL TREASURER FROM GRADE 17 TO GRADE 20.

WHEREAS, the Administration Department has recently revised the job description of the Municipal Treasurer to include the supervision of two additional employees and each of the employees' duties; and

WHEREAS, the Municipal Treasurer position has been classified at Grade 17, 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," Municipality of Skagway Classification Review Ranking by Grade, is amended by reclassifying the position of Municipal Treasurer from Grade 17 to Grade 20.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 20th day of June, 2013.



Stan Selmer, Mayor

ATTEST:



Emily A. Deach
Municipal Clerk

(SEAL)



MUNICIPALITY OF SKAGWAY, ALASKA
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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
<u>Municipal Treasurer</u>	<u>ADMIN</u>	<u>20</u>
Public Works Director	PW	21
Police Chief	POLICE	21

MUNICIPALITY OF SKAGWAY

ADMINISTRATION

JOB DESCRIPTION

POSITION TITLE: Municipal Treasurer

POSITION SUPERVISOR: Municipal Manager

HIRING AUTHORITY: Municipal Manager with confirmation by Assembly.

WAGE GRADE: Grade 17

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:

- High School graduate, college courses in Accounting preferred.
- Three (3) years experience in accounting.
- Experience with computer based accounting system; demonstrated proficiency in word processing and spreadsheet programs including Excel and Microsoft Word
- Good organization, written and verbal skills.
- Must be bondable.

DUTIES:

This position is under the direction of the Municipal Manager.

- Responsible for maintaining accounting records for all Municipal funds.
- Prepares and supervises the preparation of financial statements and reports, including grant funds.
- Maintains operation of general accounting system and records of assets, liabilities and financial transactions; reconciles accounts.
- Assists in budget data preparation.
- Supervises the audit as to correctness of records, deposits, vouchers, etc.
- Responsible for compliance of all grant funds for all departments.
- Performs payroll duties in the absence of the Payroll/Personnel Clerk.
- Supervises the tax clerk and accounts payable/receivable clerk.