

Proposed by:	Assemblyman Schaefer
Vote:	6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 13-24R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD THE POSITION OF CLINIC ADMINISTRATIVE MANAGER AT GRADE 16.

WHEREAS, the Clinic Board of Directors voted to add a new administrative position to meet the growing needs of the Clinic, particularly in the areas of grant reporting and additional services and visiting providers for the community; and

WHEREAS, the recommendation to add the position was given by the site auditors from HRSA; and

WHEREAS, this position is dependent upon successful administration and continuation of the 330 grant; and

WHEREAS, this position will focus on capturing new grant funding programs, grant reporting, increasing services and visiting provider options for the community, increased community outreach and education, along with ensuring the Clinic meets its community needs assessment and strategic planning goals;

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 Clinic Administrative Manager at grade 16.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 15th day of August, 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
Code Enforcement Officer	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
<u>Administrative Manager</u>	<u>CLINIC</u>	<u>16</u>
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
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Waste Water Superintendent	PW	19
Municipal Clerk	ADMIN	20
Municipal Treasurer	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21