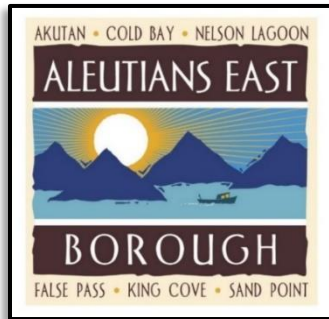
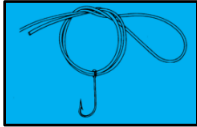


In the Loop



Aleutians East Borough Seeking Full-time Clerk

The Aleutians East Borough is seeking a talented and experienced professional to serve as our full-time Clerk, to be located in the Sand Point office. Qualifications include a high school diploma or equivalent. Prefer a bachelor's degree in public administration, political science or a related field. In lieu of the above, the Borough will consider a combination of education and experience sufficient to demonstrate a mastery of the diverse duties of the position. Three years or more of municipal clerk experience, preferably with an Alaska municipality, is preferred.



Duties of this position include:

Attending meetings of the Assembly and of all Boards and Commissions and maintaining the journal; arranging publication of notices, ordinances, and resolutions; preparing agendas and agenda packets as required; managing municipal records and developing retention schedules and procedures for inventory and storage.



The complete job description and application are available at <https://bit.ly/3zh8ZIV>.

Closing Date: Monday, September 13, 2021 at 12:00 p.m. or until the position is filled.

If you'd like to subscribe, please email ltanis@aeboro.org .



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