

CITY OF WASILLA

MAYOR VERNE E. RUPRIGHT
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Wasilla, AK 99654-7091
Phone: (907) 373-9055
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RECEIVED

JUN 24 2013

Office of the City Clerk
City of Wasilla

June 24, 2013

TO: Wasilla City Council Members

RE: VETO of Ordinance 13-11AM, Budget Amendment 38A and 60 for Fiscal Year 2014

From: Mayor Verne E. Rupright

Wasilla Municipal Code 2.16.080 provides for Veto power. Said provision states: "A veto may be overridden by vote of two-thirds of the Council within twenty-one (21) calendar days following the veto, or at the next regular meeting, whichever is later."

This provision provides for contemplative debate concerning the veto and should not be read to provide for the Council's immediate reaction to any such veto.

Rationale:

Current measures taken to defund/eliminate the City Administrative Aide that reports to the Deputy Administrator does not best serve the Mission and Goals of the City of Wasilla.

As stated by the City Council in the 2014 Budget under the heading "Mission Statement". It is the Mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality life style, and promote maximum citizen participation in government. The elimination of the City Administrative Aide position is in direct opposition to the Council's stated Mission Statement, to include the following:

First, the reduction in service is not viewed as a forced or required budget reduction due to the City Council increases in the 2013 Budget to outside Agencies such as Valley Performing Arts Council, (Ordinance Serial No. 13-02), and Wasilla Area Seniors Inc., (Ordinance Serial No. 13-12) for a total of \$46,000. Budget increases were further proposed by Council during the 2014 Budget process for a pig roast, increase funding expansion of services in both the Library and Museum which included expanded operations of services. Additionally, part-time and seasonal employees were brought back this summer further which demonstrates that the reduction in services provided by the City Administrative Aide position was not budget driven.

Comments by Council during this year's Budget process included how, when and why Council believed this position was created, while little time was dedicated to the level of public service this position now provides. A summary of the City Administrative Aide job description states:

Provide administrative support to the Deputy Administrator, Mayor and other departments with special projects, reports or other assignments performing a variety of administrative support and analysis functions which involve knowledge of a wide range of City policies, procedures and technical work processes. Serve as the central receptionist for the City of Wasilla.

Further listed in the Job Description are six bullet points under Essential Functions to include but not limited to: (Job Description for City Administrative Aide attached)

1. Research and collect financial, statistical, technical and specialized data from multiple sources for assigned research and special projects, including the compilation and completion of a variety of complex and time-sensitive reports as required by other public agencies or for the City's internal use: as necessary, perform data analyses and comparisons, develop and maintain spreadsheets to facilitate data interpretation and manipulation.
2. Prepare a variety of highly confidential and/or specialized reports and maintain strict confidentiality of extremely sensitive data, records, files and conversations.
3. Plan and coordinate presentations, disseminate information and organize events.
4. Serve as the central receptionist for the City of Wasilla utilizing comprehensive knowledge of City policies, practices and operations. Professionally administer all incoming calls and courteously greet City Hall visitors, determine visitor needs and direct them to the appropriate person or office. Provide general and specialized information using judgment, tact, sensitivity and the interpretation of policies, rules and procedures; skillfully handle complaints and inquiries regarding department functions and responsibilities; researches and responds to requests or refers complaints and request to other staff when warranted.
5. Provide temporary coverage in other departments for those administrative employees absent or on leave when available.
6. Provide administrative support to other Departments for special projects on an as-needed basis.

The above listed essential functions under the Council plan will now be limited if done at all by the elimination of the City Administrative Aide.

Second, the current employee in this position was hired May 2011 after having at one time worked this position full-time as a temporary employee. Now over two years later this position is being eliminated.

City of Wasilla Code Section 3.45.050 Statement of Purpose. A.3. states:

To assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, religion, marital or veteran status, ancestry, disability or other legally protected status:

Section 3.50.070 Probationary Period of the Wasilla Municipal Code subsection (A) states: The probationary period for full-time employees is six months.

To come back over two years later and eliminate this position sends a message to all city employees. This position taken by Council definitely has a ripple effect on all city employees and their position and employment status. In summary, this action affects the confidence and morale of all employees and the productivities of those employees.

There is little doubt that Wasilla and the greater Wasilla area is the fastest growing area in Alaska and to now eliminate customer service also sends the wrong message to the public, if anything we should be expanding customer services.

It is for the above stated that I have exercised the veto power of the Mayor.

This exercise of veto power is not meant to create any enmity or strident discourse between any parties, nor between Administration and Council or Council Members. It is presentation of facts and assessment concerning meeting the goals of the City in providing a healthy quality of life, attracting and maintaining a reliable and knowledgeable workforce.

Non-Code Ordinance

By: Deputy Mayor Sullivan-Leonard

Introduced: January 28, 2013

Public Hearing: February 25, 2013

Adopted: February 25, 2013

Vote: Buswell, Sullivan-Leonard, Lovell, Wall in favor.

Harris and Woodruff absent.

**CITY OF WASILLA
ORDINANCE SERIAL NO. 13-02**

An ordinance of the Wasilla City Council amending the Fiscal Year 2013 budget by appropriating \$11,000 from the General Fund, Fund Balance, for a one-time appropriation to the Valley Performing Arts for the Community Capital Campaign.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

Pass thru to Non-profit; Valley Performing Arts 001-4990-499.97.10 \$11,000

Section 4. Source of Funds

General Fund, Fund Balance 001-0000-253.20.00 \$11,000

Section 5. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on February 25, 2013.


VERNE E. RUPRIGHT, Mayor

ATTEST:



KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

CITY OF
WASILLA
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CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 13-02: An ordinance of the Wasilla City Council amending the Fiscal Year 2013 budget by appropriating \$11,000 from the General Fund, Fund Balance for a one-time appropriation to the Valley Performing Arts for the Community Capital Campaign.

Originator: Deputy Mayor Colleen Sullivan-Leonard *CSLeonard*
 Date: 1/14/2013 Agenda of: 1/28/2013

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	1-16-13
X	Deputy Administrator	<i>[Signature]</i>	1-16-13
X	City Clerk	<i>[Signature]</i>	1/15/13

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number:
 General Fund, Fund Balance 001-0000-253.20.00 \$11,000

Attachments: VPA Community Capital Campaign information "Raising the Curtain" (6 pages)
 Ordinance Serial No. 13-02 (1 page)

Summary Statement: Supporting community capital investments is important in our City as we continue to grow and spur economic development. I am requesting that we assist the Valley Performing Arts (VPA) Community Capital Campaign in their endeavor to build a new theater by contributing \$11,000.

The City has supported past capital ventures with financial support when an investment has shown to promote economic development and enhancement to the culture and quality of our community. This is a one-time capital investment in the Valley Performing Arts to go toward the purchase of the old cinema theater; this money will not go toward operation costs.

As the VPA moves their Community Capital Campaign forward, they have stated that they chose a site that was purposefully in Wasilla to build their new theater. They see long-term benefits of investing their business in the City. We appreciate their efforts to stay as an anchor here in Wasilla. Building a theater along the Parks Highway is a strong investment and we know it will stimulate the economy as patrons will eat at nearby restaurants, stay at our local hotels, while enjoying the wonderful talent offered. This is a win-win for both the Valley Performing Arts and the City of Wasilla.

Attached please see the Community Capital Campaign for the Valley Performing Arts' new theater. Their overall campaign is projected to build a \$8.5 million dollar theater. Our contribution of \$11,000 is an important way for the City to contribute and will show VPA's investors that we have skin in the game and believe that this is a solid and worthy community investment.

I am asking for the Council to appropriate funding in the amount of \$11,000 from the General Fund, Fund Balance, for a one-time appropriation for this capital investment to the Valley Performing Arts Community Capital Campaign.

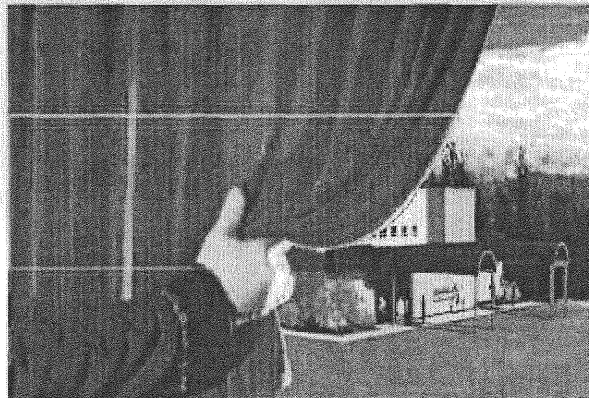
Deputy Mayor Recommendation: Introduce and set for public hearing Ordinance Serial No. 13-02.

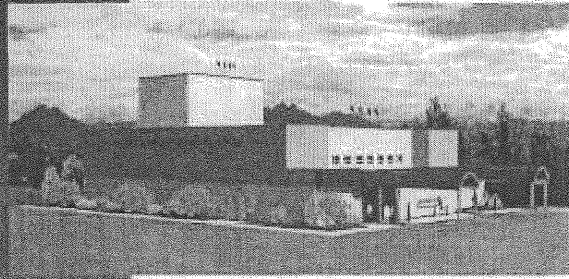


VALLEY PERFORMING ARTS

A Community Capital Campaign

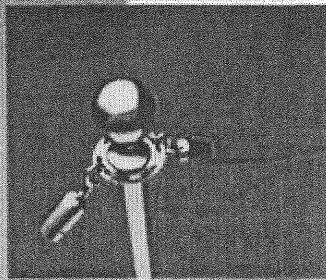
RAISING THE CURTAIN





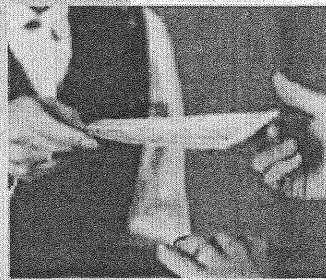
- Maintain financial integrity and ensure that the capital project fits within the long term goals of promoting community participation and increased appreciation of the arts

A Valley Community Asset | Vision



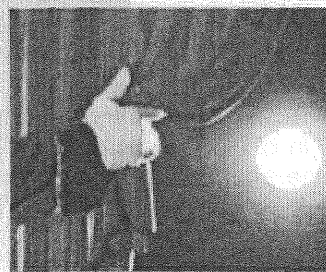
VPA's Vision

To create a facility that supports our growing community and provides for VPA's operational needs. Identified needs: increase theatre seating and production capacity, create ancillary production facilities that can be used for rehearsal space as well as community functions, and develop improved administrative and theatre support/storage areas.



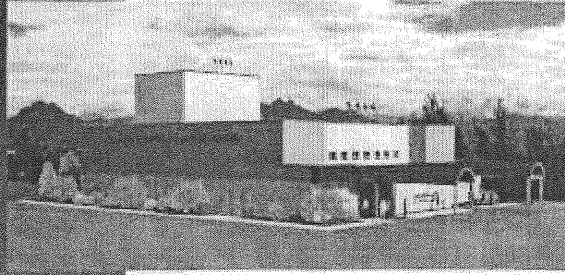
Valley Performing Arts Has Out-grown Its Space

VPA does not have adequate support function space resulting in rehearsals taking place in local churches and school cafeterias. Limited set, properties, and costume storage is located in separate "off property" locations. Without orchestra space, two rows of seating must be removed thus reducing ticket sales. Undersized stage wings results in the storage of pieces in the green room, on a second floor, and outside the building in a temporary conex. Administrative offices are inconveniently located in a separate building behind the theatre, sharing space with costume and properties storage.



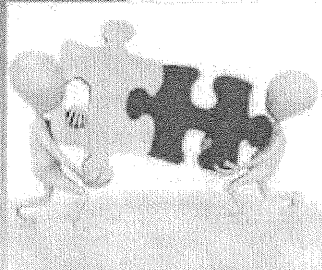
Community Demand

Since 2011, over 40% of VPA's productions have been sold out, indicating the need for larger seating capacity. A secondary market exists in the rental of theatre space to local organizations. Current schedules do not allow us to meet community needs for one-time small group gatherings or for larger public events like concerts or recitals. With additional ancillary space we could fill our community need and enjoy an opportunity for income and/or community goodwill.



- Securing partnerships with public and private entities to ensure success and to maintain leadership in theatre arts in the Mat-Su Borough

A Valley Community Asset | Capital Funding Strategy



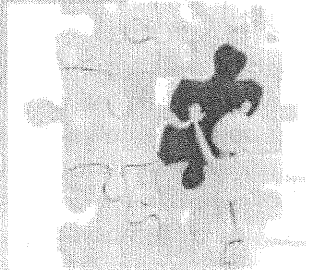
Capital Strategy

VPA is looking to you for the needed capital funding.

\$1,650,000 Purchase of the Mat-Su Cinema, located on the Parks Highway

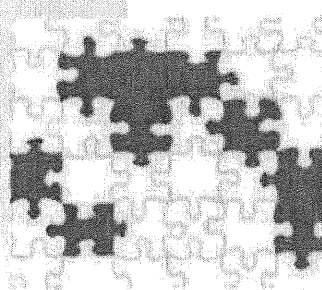
Funding needed by February 2013

\$6,910,500 capital improvements



Funding Strategy

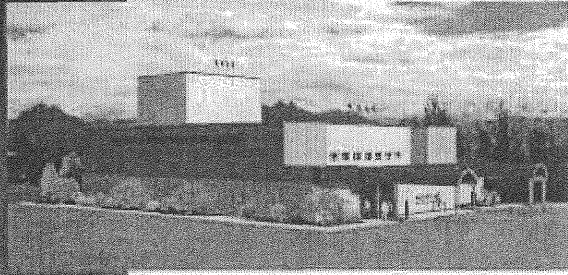
Capital funding will come from several sources:



Community Impact

Valley Performing Arts is an integral part of your community – as a venue for quality live theatre, as an organization with numerous opportunities for volunteerism, and as an economic support. It is estimated that the operations of VPA (including those that volunteer and those that attend its yearly performances) generates in excess of \$510,000 in annual expenditures in the community which in turn supports over 16 full-time equivalent (FTE) jobs in the community, resulting in \$365,000 in local household income and almost \$48,000 in local and state revenue*.

*Arts & Economic Prosperity IV – Americans for the Arts



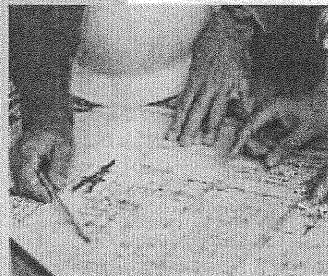
- Develop an obsolete and dated facility into a welcoming and vital community asset

A Valley Community Asset | Acquisition



Property Acquisition

The former Mal-Su Cinema, located on the Parks Highway in Wasilla, has been selected as the site for our new facility. This property includes a 1-acre parcel of land located between the building and neighboring Evangelo's Italian Restaurant. Developing this property turns a vacant "eye-sore" into an attractive and productive community asset and a wonderful "welcome mat" to Parks Highway corridor.



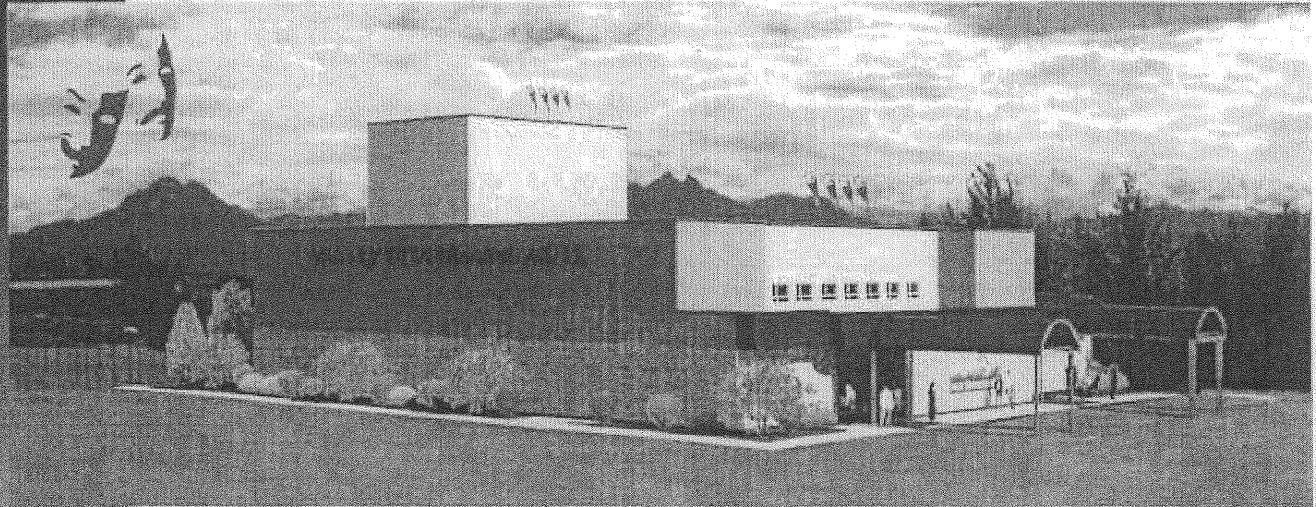
Facility Development

The existing facility houses three small narrow theatres. Current plans will create one large theatre and mezzanine with a seating capacity of 300 seats and one smaller multi-function space that will accommodate up to 100 seats and provide additional rehearsal space.



Land Development

Improvements to the site will include appealing landscaping and will allow for parking on three sides of the new facility. Modifications to the structure will provide two separate areas for entrance to the facility.



Valley Performing Arts

Project Cost Estimate for the Renovation & Expansion of the old Mat-Su Cinema Building

The estimate is for a 20,120 Square Foot (SF) building with a 16,770 SF remodel and addition on the Main Floor & a 3,350 SF remodel and addition of the mezzanine.

Hard Costs:			
Total Construction Estimate:		\$ 5,550,409	= \$276/SF
Soft Costs:			
1. Property Acquisition		\$ 1,650,000	Mat-Su Cinema and adjacent lot
2. Estimated design costs	6%	\$ 333,025	Includes bid assistance, construction admin, FFE assistance.
3. Project Manager	1%	\$ 55,504	
4. Other direct costs	3%	\$ 166,512	Includes building permit, special inspections, advertising, survey, soils testing
5. Parking / Landscaping		\$ 100,000	
6. Contingency	10%	\$ 555,041	Based upon construction cost
7. Capital Campaign Costs		\$ 150,000	
Subtotal Soft Costs:		\$ 3,010,082	
Total Project Cost Estimate		\$ 8,560,490	

Note: This cost estimate is based on the assumption that the project will be delivered using a design/build approach to be started in 2014.

Non-Code Ordinance

By: Council Member Lovell

Introduced: April 22, 2013

Public Hearing: May 13, 2013

Adopted: May 13, 2013

Vote: Harris, Lovell, Sullivan-Leonard, Wall and Woodruff in favor and Buswell opposed.

**CITY OF WASILLA
ORDINANCE SERIAL NO. 13-12**

An ordinance of the Wasilla City Council amending the Fiscal Year 2013 budget by appropriating \$35,000 from the General Fund, Fund Balance, for a one-time appropriation to the Wasilla Area Seniors, Inc.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

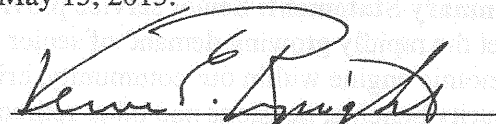
Pass thru to Non-profit; Wasilla Area Seniors, Inc. 001-4990-499.97-01 \$35,000

Section 4. Source of Funds

General Fund, Fund Balance 001-0000-253.20-00 \$35,000

Section 5. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on May 13, 2013.


VERNE E. RUPRIGHT, Mayor

ATTEST:



KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

WASILLA

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CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 13-12: Amending the Fiscal Year 2013 budget by appropriating \$35,000 from the General Fund, Fund Balance, for a one-time appropriation to the Wasilla Area Seniors, Inc.

Originator: Council Member Steve Lovell *Steve D. Lovell*
 Date: 4/10/2013 Agenda of: 4/22/2013

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	4/10/13
X	Deputy Administrator	<i>[Signature]</i>	4/10/13
X	City Clerk	<i>[Signature]</i>	

Reviewed by Mayor Verne E. Rupright: *[Signature]* *AS TO FORM ONLY*

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number:
 General Fund, Fund Balance 001-4990-499.97-01 \$35,000

Attachments: News Article: *Social insecurity: Senior citizens have 'big impact' on region's economy* (3 pages)
 Ordinance Serial No. 13-12 (1 page)

Summary Statement: Senior service providers are faced with the daunting task of continuing to meet the rapidly growing demand of senior service delivery in the Mat-Su Borough. As an economic engine within our community, bringing in “new money” in the form of federal Social Security benefits, pensions and other retirement funds, which is largely being spent locally, seniors are of great value to our local economy. As reported in the article *Social Insecurity: Senior citizens have 'big impact' on region's economy* (Coil, 2011), other communities are beginning to recognize the tremendous positive impact seniors have on the local economy. (See Attached).

We, as a council, recognized the value of the seniors within our community and committed to support efforts in making the City of Wasilla an accommodating place for senior citizens through the December 10, 2012, introduction of Goal # 9: *Encourage an increase in senior and disabled residents by improving handicap accessibility, researching impacts of utility costs, and supporting existing programs and new residential construction for seniors and the handicapped.*

Wasilla Area Seniors, Inc. provides programs and services to Matanuska Valley residents from Willow to Sutton, including: Meals on Wheels; housing; evidence-based fitness programs; information and referral; volunteer opportunities; and a variety of isolation prevention activities.

The Wasilla City Council can help to meet Goal #9 by supporting the existing senior programs offered through Wasilla Area Seniors, Inc.

Utility costs continue to be a large financial burden to the center, costing over \$40,000 annually. Ordinance 13-12 appropriates funding necessary to support Wasilla Area Senior Inc. programs and services. The funds will go directly toward utility costs and retrofitting the existing senior center to reduce overall energy costs.

I am asking the Council to appropriate funding to Wasilla Area Seniors, Inc. in the amount of \$35,000 from the General Fund, Fund Balance, for a one-time appropriation to offset unanticipated utility costs.

Staff Recommendation: Introduce and set for public hearing Ordinance Serial No. 13-12.

Bluefield Daily Telegraph, Bluefield, WV

November 7, 2011

Social insecurity: Senior citizens have 'big impact' on region's economy

By KATE COIL

Bluefield Daily Telegraph

WELCH — Whether picking up prescriptions at the local pharmacy, buying groceries at the neighborhood supermarket or choosing to retire at an assisted living facility, seniors across the two Virginias are putting millions of dollars into local economies through their Social Security benefits.

Welch Mayor Reba Honaker said much of the local economy in Welch and all of McDowell County comes from the large population of seniors who live there.

“People think the only money coming in is from the current work force, but seniors do make up a main part of our population and a lot of our income,” Honaker said. “They also keep a lot of our daily activities going. Every bit they can contribute keeps our economy going. Social Security has a big impact on our county.”

Honaker said many locally run businesses in McDowell County are kept in business by seniors.

“Seniors keep our local stores open and patronize them on a daily basis and weekly basis,” Honaker said. “Also, the eating establishments have a lot of seniors who come there. Any time you go into a local restaurant, you see a good number of senior citizens patronizing those establishments throughout the month.”

According to Honaker, the aging population of the county has also created many jobs in the health care industry.

“Senior health care creates a lot of jobs in the area,” she said. “I think we are well staffed in the health care areas. We have the Tug River Health Clinic that is very good for our seniors. Also, there is Welch Community Hospital, which is a wonderful establishment. I don't know what we would do without it. We have good nurses and health providers. A lot of the seniors who patronize these places have created these jobs and kept these businesses going. We also have local doctors who are kept in business by seniors. They stay busy and provide opportunities and services to our senior citizens.”

Shawn Allen, Region IV Coordinator for the West Virginia Aging and Disability Resource Center, said many people do not see how vital seniors and their Social Security money can be to the local economy.

“Seniors contribute in the same ways as other people in buying, selling and more,” Allen said. “What is important to our community is that our population is aging, so seniors in this capacity are very important.”

How this affects our economy is that we have more individuals living on a fixed income buying and reinvesting than in some other areas. This is important to us because we have such a high number of seniors in our region.”

Though they may live on a fixed income, Allen said it is still important that seniors are putting their money back into local businesses.

“It is important that those on a fixed income have spending power in order to help our economy sustain and grow,” he said. “A lot of companies in our region offer ‘senior discounts’ and things of that nature. Drug companies also tend to do this to sell plans to seniors.”

...

Though seniors make up less than a quarter of the population in all local counties, their spending power and economic impact brings in millions to each county every year.

Social Security dollars bring in \$1.28 billion to Virginia and around \$442.9 million to West Virginia every year. Annually, local counties have anywhere from \$22.2 million in Bland to \$209.6 million in Mercer flowing into local economies through Social Security benefits.

However, the impact seniors have economically goes beyond how many millions they bring in to their home counties.

According to the U.S. Bureau of Economic Analysis, a decent percentage of local economies comes from Social Security. Almost 10 percent of the state of West Virginia’s economy comes from Social Security benefits. In local counties, 11 percent of Mercer County’s economy, 15.6 percent of McDowell County’s economy, and 13.3 percent of Monroe County’s economy is directly based on Social Security income.

In Virginia, only 4.6 percent of the Commonwealth’s economy comes directly from Social Security dollars, though this number is again higher in local counties. In Tazewell County 11.2 percent of the local economy is based on Social Security. In Bland, 11.4 percent of the local economy comes from Social Security, with 11.8 percent of Giles County’s income coming through Social Security benefits. In Buchanan County, 15.4 percent of the county economy is based on Social Security dollars.

...

Though he pinches his pennies, Hubert Scott, 85, of Princeton, said he is one of many seniors who shops locally and puts his Social Security income back into the area’s economy.

“I put just about all of the money I’ve got back into the local economy,” Scott said. “It saves me a lot of money to buy locally. I enjoy coming down to the Senior Center here to save as well. I think I’m doing pretty good. I’ve been retired from Consolidated Coal since 1987 after I was hurt on the job.”

Scott puts his money back into the local economy through buying groceries, eating at local restaurants, paying utilities, and other things.

“I probably trade in my vehicle every two years or so,” Scott said. “I pay for groceries, phone, the cable

and the electric bill. I own my own home and save money because of that, but I still pay taxes.”

Marc Meachum, executive director of the Greater Bluefield Area Chamber of Commerce, said seniors like Scott help keep many local economies running in the two Virginias.

“Every business has to adapt to the marketplace and given that we are in a community that is a little bit older, I’m sure that businesses from a retail and service standpoint recognize that and market toward that group of individuals,” Meachum said. “Bluefield Regional Medical Center has just begun a senior social to try to actively communicate with the senior community and involve them in events that are not just health care related, but other things as well.”

Because several local businesses focus on seniors, Meachum said the greater Bluefield area has become a good place for many people to retire.

“Health care is one of the industries that we tout as being one of the biggest drawing cards, one of the things that attracts people to this area whether they are seniors or a little younger,” Meachum said. “We have excellent health care in this entire area. A lot of them will work in other places and then return here to retire. We work with folks trying to identify where they might be now and then invite them back to retire here. Some have been gone a long, long time and may not remember it like it was. With our cost of living, low crime rate and relatively low taxes, we are a great place for people to come to or come back to and retire.”

— Contact Kate Coil at kcoil@bdtonline.com.



Job Description

Job Title	City Administrative Aide	Department	Administration
Reports To	Deputy Administrator	Salary Grade	7
FLSA Classification	Non-Exempt	Effective Date	May 1, 2011
City Classification	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Confidential and/or Managerial	

Mission Statement:

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Provide administrative support to the Deputy Administrator, Mayor and other departments with special projects, reports or other assignments, performing a variety of administrative support and analysis functions which involve knowledge of a wide range of City policies, procedures and technical work processes. Serve as the central receptionist for the City of Wasilla

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions (greater than or equal to 10% of time):

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

- Research and collect financial, statistical, technical and specialized data from multiple sources for assigned research and special projects, including the compilation and completion of a variety of complex and time-sensitive reports as required by other public agencies or for the City's internal use; as necessary, perform data analyses and comparisons; develop and maintain spreadsheets to facilitate data interpretation and manipulation.
- Prepare a variety of highly confidential and/or specialized reports and maintain strict confidentiality of extremely sensitive data, records, files, and conversations.
- Plan and coordinate presentations, disseminate information and organize events.
- Serve as the central receptionist for the City of Wasilla utilizing comprehensive knowledge of City policies, practices and operations. Professionally administer all incoming calls and courteously greet City Hall visitors, determine visitor needs and direct them to the appropriate person or office. Provide general and specialized information using judgment, tact, sensitivity and the interpretation of policies, rules and procedures; skillfully handle complaints and inquiries regarding department functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.
- Provide temporary coverage in other departments for those administrative employees absent or on leave when available.
- Provide administrative support to other Departments for special projects on an as-needed basis.

Secondary Functions (less than 10% of time):

- Provide Notary Public services for City of Wasilla documents.
- Perform other duties as assigned.

Scope and Accountability/Supervisory Responsibility:

Perform duties under general supervision and guidance of the Deputy Administrator. Frequent contact with the general public and City employees.



Knowledge, Skills, and Abilities:

- High level of interpersonal skills to handle sensitive and confidential situations with demonstrated poise, tact and diplomacy.
- Demonstrated continual attention to detail in composing, typing and proofing materials, prioritizing competing tasks and demands and meeting deadlines.
- Ability to interact and communicate with individuals at all levels of the organization.
- Ability to work independently and with minimal supervision.
- Ability to work within a project team.
- Ability to deal with the public in a courteous, professional manner and to work with constant interruptions.
- Ability to communicate effectively orally, on the telephone and in writing. Must be able to quickly and accurately assess the importance of phone calls, emails, or documents and take appropriate action to involve the appropriate people.
- Ability to effectively operate equipment including, but not limited to, computer hardware and software, copy machines, telephones, typewriters, and calculators. Knowledge of MS Office software, to include Word, Excel, PowerPoint and Outlook.
- Ability to effectively read printed documents and forms.
- Home Land Security orientation tests (Incident Command Systems) will be required as a term of employment taken on-line: Entry level ICS-100 within fifteen days of date hire and ICS-200, ICS-700, and ICS-800 within 45 days of date of hire.

Experience and/or Education:

- High school diploma or GED required.
- Minimum of three years of progressive office experience working in a professional or public office.
- CPS (Certified Professional Secretary) or CAP (Certified Administrative Professional) certifications desirable.

Certificates, Licenses, Registrations:

- Valid Alaska Driver's License and a current driving record obtained from the State of Alaska Department of Motor Vehicles.
- Notary Public with the State of Alaska, or ability to obtain within six (6) months of hire.

Physical Demands:

The employee is required to sit, walk, bend, and stand; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift or move up to 25 lbs.

Work Environment:

Business office environment. Normal workweek is Monday through Friday, 8:00 a.m. to 5:00 p.m.. Occasional evening meetings and out of office duties may be required. On occasion, the employee is required to drive a city vehicle.

"The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to the work identified herein. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors."

Department Head: _____	Date: _____
Human Resources: _____	Date: _____
Mayor: _____	Date: _____