



The Cordova Conversation

NEWS & NOTICES FROM CITY HALL

JOB OPPORTUNITIES:

Join the City team!

The following positions are currently being advertised.

For the most up-to-date information, visit cityofcordova.net/job-opportunities or contact humanresources@cityofcordova.net

Communications Clerk

POSITION SUMMARY: Serves as primary communication and information source for Public Safety responders. Performs support tasks for individuals incarcerated in the municipal jail facility.

QUALIFICATIONS: High School graduate or possession of a GED. Valid State of Alaska driver's license.

SALARY: \$19.57 – \$26.72 PER HOUR, DOE

Harbor Operations Supervisor/ Travelift Operator

POSITION SUMMARY: The Operations and Maintenance Supervisor ensures a clean, functional, and safe working environment for Harbor and Port operations by overseeing moorage, facility

maintenance, and security. Responsible for direct supervision of two year-round full-time Harbor Maintenance I personnel. In the absence of the Harbormaster, may temporarily assume full responsibility for duties of the Harbormaster.

QUALIFICATIONS: Graduation from high school or possession of a GED. One (1) year supervisory experience. One (1) year facility maintenance experience, preferably harbor maintenance. Valid State of Alaska driver's license and the ability to obtain a Class B Commercial Driver's License within six (6) months of hire. Ability to obtain Transportation Worker Identification Credential (TWIC). Preference given to candidates with experience in harbor/port operations, small engine repair and maintenance and/or HazMat or First Aid certification.

SALARY: \$23.46 – \$32.11 PER HOUR, DOE

Motor Vehicle Customer Service Clerk (Part-Time)

POSITION SUMMARY: The Customer Service Clerk interacts with the public, processes applications, enters motor vehicle related data and handles payments for service in accordance with the Commission Agent Agreement for Professional Services

QUALIFICATIONS: High school diploma or GED, twenty one (21) years old at the time of hire, and ability to obtain required security credentials. Valid Alaska Driver's License with no revocations and three (3) years' driving experience in Alaska. Preference given to candidates with customer service and/or cash handling experience.

SALARY: \$18.26 – \$22.08 PER HOUR, DOE

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