



The Cordova Conversation

NEWS & NOTICES FROM CITY HALL

NOTICE OF PUBLIC SALE

**The Cordova Port & Harbor,
City of Cordova request for sealed
bids for the impounded vessel:**

VESSEL NAME: F/V Bold Lady
LAST OWNER: Tim Miller
ADDRESS: Cordova, AK 99574.
DESCRIPTION: 38 ft. Ledford, Seiner

This vessel will be sold "as is where is" by sealed bids to the highest bidder. Bids accepted at the Harbor office Mon-Fri 8 a.m. to 5 p.m. until January 5, 2022.

The vessel can be inspected by contacting the Cordova Harbormaster's Office at 907-424-6400, Monday-Friday 8 a.m.-5 p.m.

**Vessel must be removed from city property within 6 months from date of sale*

JOB ANNOUNCEMENT

**The City of Cordova is accepting applications for a
Project Manager**

- 6-month grant funded temporary position
- Pay: \$20.00 hr.
- Applications will be reviewed as received.
- Applications & additional information available at City Hall, 907-424-6200

JOB DESCRIPTION

POSITION: Project Manager – Community Literature and Cultural Take-Home Kits

DEPARTMENT: Public Services Department – Library Division

SUPERVISOR: Library Director

POSITION SUMMARY:

This is a part-time position for 6 months. Hours will be scheduled at the discretion of the Library Director and may vary.

ESSENTIAL FUNCTIONS

- Work closely with director, library staff, patrons, and local entities to guarantee a selection of culturally relevant material and activities.
- Compile and maintain purchase list for foreign language material, craft and activities, shelving, and storage supplies.
- Maintain grant expenditure records and tracking.
- Create publicity and advertising in accordance with the ILC grant guidelines.
- Assemble kits and activities.
- Catalogue material and kits using Follett Destiny software according to library standards.
- Create replacement schedule and process for consumables.
- Create an evaluation plan in accordance with the ILC Grant guidelines.
- Ensure budget expenditures and reports are completed according to ILC grant guidelines.
- Compile and submit project data and reports to the library director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High school graduate or GED required.
- Bachelor's degree preferred, preferably in Library Science.
- Experience in library work preferred.
- Multilingual skills preferred.
- Must have Follett Destiny, Excel, Word, and Publisher software skills.
- Must be able to use office equipment such as computer, copier, fax.
- Must be able to organize and prioritize workload, ability to meet deadlines.
- Must have strong communication skills, verbal and written.

PUBLIC NOTICE

Sales Tax Filing Reminder Quarter 4; October 1, 2021 through December 31, 2021

This is a quick note to remind you to file your sales tax for 2021 Quarter 4 that is due by Monday, January 31. We accept as timely all mail postmarked by January 31, 2022. As a reminder, we do require you to file a sales tax return even if you did no business in the timeframe.

Returns can be submitted by:

- Email to utilities@cityofcordova.net,
- Mail to City of Cordova, PO Box 1210 Cordova, AK 99574
- Faxed to 907-424-6000
- Dropped in one of the drop boxes located at Cordova Center.
- or in person at City Hall

You may also just email the information in an email body without the form. If you need help calculating your numbers, please call or email for assistance. The City is continuing to take credit card payments in person or over the phone for Business Sales Tax returns.

Fillable forms may be found under Public Notices on the City website.

JOB ALERTS!

The Department of Parks & Recreation is currently hiring for:

Permanent full-time benefited positions:

- Recreation Program Planner. \$19.57-\$26.72 per hour, DOE
- Recreation Clerk (Administrative). \$19.57-\$23.67 per hour, DOE
- Lifeguard x 2. \$15.63 - \$21.39 per hour, DOE

Permanent part-time benefited positions:

- Recreation Assistant. \$15.63-\$21.39 per hour DOE

Non-permanent flexible-hours positions:

- Temp. Recreation Assistant. \$15.63-\$21.39 per hour, DOE
- Temp. Lifeguard. \$15.63-\$21.39 per hour, DOE

FOR MORE INFORMATION AND TO APPLY, VISIT:

<https://www.cityofcordova.net/job-opportunities/>

PUBLIC SERVICE ANNOUNCEMENT

Run Water to Prevent Pipes From Freezing

With this recent snap of cold weather, some residents are starting to experience water service lines buried at a shallow depth freezing.

PO Box 1210 • 601 1st St., Cordova, Alaska 99574

(907) 424-6200

CITYOFCORDOVA.NET