

Haines Borough

Borough Manager

Posted: 1/27/17

Closing Date: 3/1/17, or thereafter until filled

Salary: Range \$95,000- \$120,000 DOE. Excellent benefits.

General Description: The Borough Manager is the Chief Administrative Officer for the Borough and directs the finance, property assessment, planning & zoning, public facilities, police, tourism and ports and harbors functions through department managers. He or she also promotes economic development in the Haines Borough and directs various ad hoc projects. The Borough Manager is the principal personnel officer and administers a collective bargaining agreement for about 70 employees. Budget preparation and cost reporting and analysis for a \$10 million plus budget are key responsibilities in this position. This is an executive position reporting to the Haines Borough Assembly.

Qualifications: A degree in public administration (Master's degree preferred) or a closely related field and at least five years of increasingly responsible management experience in an executive position such as department head, assistant manager, borough manager or administrator. A thorough reference check will be conducted.

To Apply: Interested persons should submit, via mail, fax, or email, a Haines Borough Application Form, cover letter, resume and 5 references to:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave South
Phone: (907) 766-2231, ext. 31
Fax: (907) 766-2716
Email: jcozzi@haines.ak.us

Web Link: www.hainesalaska.gov

Contact: Julie Cozzi, MMC, Borough Clerk