

Title	City Manager
Type	City/County Manager and Administrators
Date Posted	January 11, 2017
City / Organization	City of Unalakleet, AK
Website	None
Email Contact	counk@alaskan.com

Description	<p>CITY MANAGER The City of Unalakleet is accepting applications for City Manager. The Manager is appointed by and reports to the elected seven member City Council and serves as the chief administrative officer of the City.</p> <p>UNALAKLEET Incorporated in 1974, Unalakleet is a Second Class City. Located on the shore of Norton Sound in NW Alaska and home to about 688 people, Unalakleet has long been a “hub” community for services to the surrounding area. Unalakleet’s economy is based on commercial fishing, seafood processing, subsistence hunting and fishing, tourism, and government. Winter temperatures are moderated by the Sound averaging between -4° and 11° F, with average snowfall of 41”.</p> <p>JOB SUMMARY The Manager is responsible to the City Council for the administration of daily City operations and manages a staff of 20, providing services and enforcing ordinances. The City Manager administers the policies of the City Council, and supervises department directors and City Office staff.</p> <p>QUALIFICATIONS (1) A bachelor’s degree in business administration, public administration or a closely related field from an accredited college or university; (2) proven and demonstrated executive level management experience with a minimum of five years of experience. A combination of education, training, and experience may be substituted for the required education. Applicants should possess strong financial</p>
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management abilities involving budget development and controls, financial forecasting, and generation of sustainable revenue sources. Applicant must possess strong organizational and planning skills. Experience working within a diverse multicultural community is a plus.

SALARY

\$60,000 - \$70,000 and the potential for housing. Actual salary will be based on qualifications and experience.

TO APPLY

Interested persons should provide a letter of interest, and a resume showing complete education and job experience by mail to Leona Grishkowsky, Mayor, PO #28, Unalakleet, AK 99684; or email to counk@alaskan.com. Questions can be directed to the City of Unalakleet at (907) 624-3531. EOE.

The position is open until filled with first application review date of March 1, 2017.

Due to the high profile nature of this position, applications are not considered confidential and are subject to public disclosure.