



Alaska Municipal League

Local Government At Its Best

The mission of the Alaska Municipal League is to represent the unified voice of Alaska's municipalities to successfully influence favorable federal and state legislation, programs and policies; and to provide training and joint services to strengthen Alaska local governments.

JOB DESCRIPTION EXECUTIVE DIRECTOR

Department: Administration
Location: Juneau, Alaska
Reports to: Board of Directors

Classification: Exempt; salaried
Status: Full-time

Position Summary: The Executive Director is the chief executive officer of the Alaska Municipal League (AML). The Executive Director is responsible for the management and implementation of all programs and policies of the AML. Successfully complete other duties as assigned.

Primary Duties and Responsibilities:

1. Board Relations:

- Foster and maintain a positive and effective partnership with the board via planning, formulating and recommending, for the approval of the AML Board of Directors, such policy, activities, services and programs that further the objectives and goals of the League and assume primary responsibility for implementing same.
- Plan, prepare and distribute materials and recommendations, as well as staff, all AML Board, conferences, and committee meetings.

2. Fiscal Sustainability and Management:

- Direct the preparation of all League financial documents and records, including the preparation of the annual budget for board approval, and arrange for annual audit of League financial transactions. Manage AML's budget within the parameters approved by the board.
- Pursue and administer federal and state grant programs available to AML for the provision of assistance to municipal governments.
- Direct the services of financial and legal counsel, and other contractors retained by the League, and execute and administer such contracts or commitments as may be authorized by the Articles of Incorporation, Bylaws, or the Board of Directors.

3. Lobbying:

- Develop and implement the lobbying activities of the AML before the Legislature and the state administration, as well as the U.S. Congress, President and federal administration.
- Serve as the AML's lobbyist, while remaining non-partisan; engage in extensive contact with local, state and federal officials.
- At times take an opposite stance of important Congressional members, State Legislators and State agencies and administration while advocating first and foremost for Alaskan municipalities.

4. External Relations:

- Responsible for answering many questions with regards to municipal issues and must have a working knowledge of who's who in the State in order to direct all involved to the right people for the right answer.
- Maintain effective relationships, through personal contact, with other organizations, both private and public, including close working relationships with federal and state departments, whose interests have an impact on municipalities.
- Solicit business and professional firms having an interest in or dealing principally with municipal governments, as Associates and perform necessary activities relating to expanding and maintaining effective relationships.

5. Employee Relations:

- Recruit, hire, train, direct and motivate all staff personnel and make major decisions regarding staff including, but not limited to: promotions, corrective action, evaluation, and separation of employment.

6. Membership:

- Responsible for membership recruitment and retention.
- Maintain awareness of major federal and state programs affecting member municipalities and offer League assistance, as possible and when applicable, to address general problems or specific situations.
- Provide field services to individual member municipalities, as requested, and assist with specific problems.
- Provide services to Affiliates according to contracts approved by the board.

7. Communications:

- Provide accurate and current information to the AML Board and member municipalities regarding the status of all AML activities and programs, as well as those state and federal matters that may influence League or municipal activities and programs.
- Plan and organize the League's Annual Local Government Conference.
- Assist in planning and presenting training programs conducted for municipal elected and appointed officials.
- Serve as a coordinator in arranging for effective presentation of the AML policy to municipalities, legislators, legislative committees, state and federal agencies and Congress.

- Plan, supervise and coordinate all newsletters, ebuletins, publications and other communications.
- Prepare necessary records and reports regarding administrative and managerial communications.

8. Additional Capacities:

- Represent the League and municipalities on state boards and commissions, task forces and in national organizations and associations including, but not limited to:
 - Serving on the Board of Trustees of the Alaska Municipal League Joint Insurance Association (AMLJIA), a non-profit corporation providing pooled risk management services to AML members under AS 21.76, as a program of the AML.
 - Serving as the Executive Director of the Alaska Municipal League Investment Pool (AMLIP), under the supervision of the President of the AMLIP Board of Directors. The Alaska Municipal League Investment Pool is a non-profit corporation formed under the provision of the Alaska Non-profit Corporations Act (AS 10.20) and the Alaska Investment Pool Act (AS 37.23.010 – AS 37.23.900).
 - Upon confirmation of the U.S. Secretary of Commerce, holding a seat on the federal Denali Commission.

Minimum Qualifications:

- Must have at least five years of progressively responsible management experience.
- Must have at least a Bachelor's Degree in Public Administration, Business Administration, Political Science, or a related field.
- Must have at least three years of supervisory and budgeting experience.
- Must be knowledgeable of Alaska local government policy, structure, operations and laws, as well as actual, professional experience in local government administration and/or policy.
- Must be knowledgeable of Alaska state government, both the Legislative and Administrative branches, and have a good understanding of the federal government and Congress.
- Demonstrated effective oral and written communications, organizational and leadership skills is required.
- Investment, insurance and risk management experience are preferred.
- Association management experience preferred.

TRAVEL: Frequent in-state travel including remote villages expected with occasional travel outside of Alaska. Travel may be by vehicle, small and large aircraft and ferry system.

NOTES: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and

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expectations for the position. This description does not imply or create a contractual relationship. AML is an at-will employer.

HOW TO APPLY: To be considered for this opportunity, qualified applicants can send his/her letter of interest and resume to AML.search@forakergroup.org. This position is open until filled. However, applications, letters of interest and resumes will be reviewed on February 5, 2018.