



CITY OF SAND POINT – CITY ADMINISTRATOR

FIRST REVIEW OF APPLICANTS: FEBRUARY 1, 2018. *Open until filled.*

SALARY: \$86,000 to \$100,000 DOE + benefits

Sand Point, also known as Qagan Tayagungin, is a city in the eastern portion of the Aleutian Chain. The 2000 census population was 952, and by 2010 the number of residents had risen to 976. The population always swells in the summer as salmon fishing hits full stride. Sand Point is home to the largest fleet of commercial fishing vessels in the Aleutian region, and the city operates two boat harbors, along with the city dock.

Sand Point is located on northwestern Popof Island, off the Alaska Peninsula. It is in the Aleutians East Borough of Alaska, near the entrance to the Bering Sea. Almost half the inhabitants are of Aleut descent and support themselves by fishing and fish processing. There is a cold storage, fish meal, and fish-processing plant owned and operated by Trident Seafoods, and Peter Pan Seafoods has a support facility in the community. Sand Point has an airport with a 5,200 feet paved runway and near daily flights (weather permitting) to Anchorage, 575 nautical miles to the northeast.

To find out more about the City of Sand Point, visit www.sandpointak.com.



The City of Sand Point is seeking applicants for the position of City Administrator. The Administrator serves at the pleasure of the City Council. The City Administrator assists the City Council in developing policies through ordinances, resolutions and directives, and is responsible for policy implementation. This Anchorage-based, full-time position's duties include:

- Assist the Mayor in performing the administrative tasks of the City, and in assigning staff and operational duties.
- Assist in the preparation of the annual operating budget, approximately \$4M.
- Prepare written monthly report of activities.
- Assist in preparation of monthly City Council agenda.
- Assist in capital project administration, procurement and construction administration.

- Write and administer grants.
- Assist in the procurement of goods and services.
- Assist City Clerk, Finance Officer, and other Department Heads as needed.
- Attend Regular and Special City Council Meetings.
- Work closely with City Attorney, City Lobbyist, auditors, and other consultants and contractors employed by the City.
- Other duties as assigned.

Qualifications: A Bachelor's degree in Public Administration, Business Administration or related field is required, plus a minimum of 5 years of progressively responsible experience in municipal government. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Preferred experience working in Rural Alaska, familiar with grant writing and construction projects. Applicants must be approachable and possess an ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

TO APPLY: Provide a cover letter, resume, and city application by 5 PM February 1, 2018 electronically to cityadmin@sandpointak.org (preferred)

OR, mail materials to

City of Sand Point
City Administrator Recruitment
3380 C Street, #205
Anchorage, Alaska 99503

For further information, please contact Lamar Cotten, Interim Administrator, at (907) 274-7561 or by calling Sand Point City Hall at (907) 383-2696.



Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS		CITY	STATE
PERMANENT ADDRESS		CITY	STATE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE _____

SIGNATURE _____

Do Not Write Below This Line

DATE _____

INTERVIEWED BY _____

Remarks

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER _____

DEPARTMENT HEAD _____

GENERAL MANAGER _____

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.