



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

Who We Are:

The City of Whittier, Alaska is seeking an experienced City Manager for our unique coastal community which is located approximately 60 miles southeast of Anchorage and is nestled in the northwest corner of the stunning Prince William Sound.

The town is situated at the head of Passage Canal and offers exceptional natural beauty including spectacular glaciers, waterfalls, temperate forests and abundant wildlife. Access is available through the longest reversible toll tunnel by car, rail, boat and the Alaska Marine Highway system.

Whittier has a population of just over 200 year-round residents. The community is filled with a diverse group of people from many different cultures. We offer a small-town atmosphere with a bustling summer season. Whittier is host to a large influx of seasonal residents, workers and visitors which are drawn to the many spectacular outdoor recreational activities and seasonal jobs.

Whittier's economy relies heavily on tourism, fishing and recreation. The City of Whittier is currently facing challenges and decisions that will provide the potential for growth and an expanding economy.

Whittier is a port for Princess and Crystal cruise lines and offers the northern most ice-free deep-water port in the state for a year-round connection via rail barge to Canada and the lower 48 states. We are also the busiest port for the Alaska Marine Highway Ferry in South Central.

The City operates as a City-Manager form of government and has a budget of 9-million dollars and has 25 employees. The City Manager is appointed by a 7-member City Council and works in conjunction and under the direction of the Council. City departments are comprised of Public Works (including water & wastewater), Public Safety and the Harbor.

Ideal Candidate:

The City Council is seeking a candidate who is willing to make a personal investment and make our quaint town home. The City Council is united in their focus to strengthen and improve the quality of life in Whittier.

The ideal candidate should be personable, approachable and willing to build trust among the Council, city staff, businesses and community members. The selected candidate will have the ability to help define and establish goals and develop long range strategies to meet the vision of the Council and community.

Communication, mutual respect, professionalism and cooperation with the Council and staff will be a priority. This individual should have experience working with a Council and assist in team building, reaching a consensus and supporting them as policy decision makers. The selected candidate will mentor and develop staff while strengthening an atmosphere of trust and support. This candidate must also be able to accept and support decisions in a positive manner.

The successful candidate should have experience with conservative financial management, land-use planning and development, negotiations, grant writing and administration. They must have strong communication skills, organization capability, superior business judgement, human resources with conflict resolution experience along with exemplary leadership skills.

Desired education and experience include a Bachelor's degree in Public or Business Administration or related field. A Master's degree is preferred. A minimum 5 years' experience in municipal government, senior level management or any equivalent combination of education and experience.

Essential Duties and Responsibilities:

- * Attends all City Council meetings provides professional advice on the affairs and needs of the City.**
- * Prepares and submits recommendations to the City Council in a timely manner relative to all matters requiring Council action as available to ensure the Council can make informed decisions.**
- * Prepares annual budget, monitors fiscal activities to ensure fiscal control and assures effective and efficient use of budgeted funds.**
- * Identifies and analyzes potential sources of revenue with appropriate recommendations to the Council.**
- * Provides supervision and delegate appropriately to staff with clear expectations while supporting staff and encouraging new approaches and solutions to problems.**
- * Monitors personnel policies and procedures and resolves employee grievances. A person who is capable of reasonable and proper disciplinary actions when needed.**
- * Reviews and examines the departmental organization and operating procedures of all departments and reports regularly on such performance.**
- * Evaluates those employees whom the Manager has responsibility and oversees the completion of annual performance evaluations in a timely manner.**
- * Identifies, applies for, administers and timely report any grants that may benefit the City.**
- * Represents, develops and maintains positive working relationships with local, state and federal agencies with cooperative leadership to facilitate developmental goals.**
- * Maintains and nurtures good public relations throughout the community and maintains high visibility and profile in the community.**
- * Keeps the public informed of the administration's activities and accomplishments with a high degree of transparency.**
- * Identifies, researches and develops strategic plans for current and future projects and economic opportunities.**

- * Recommends programs and services according to the changing needs of the City.
- * Submits to the Council a clear and detailed explanation of proposed procedures or issues which would involve changes in policy or that affects City finances.
- * Exercises custody over all real and personal property of the City.
- * Responds to and follows through with citizen inquiries and complaints.
- * Performs any other such duties as may be required by Alaska state law, municipal ordinance and/or as the Council may direct.

Compensation:

\$100,000 - \$140,000 with excellent benefits DOQ

How to Apply: E-mail your completed application, cover letter and resume to cityclerk@whittieralaska.gov

Or mail to: City Clerk, PO Box 608, Whittier, AK 99693

Please direct any questions to (907) 366-1490 Ext 1

Applicants are encouraged to apply by May 15, 2018 to be considered for first review. This position will remain open until filled.

The City of Whittier is an equal opportunity employer