



MUNICIPALITY OF SKAGWAY, ALASKA

BOROUGH MANAGER

\$110,000 TO \$140,000 DOQ
PLUS EXCELLENT BENEFITS



MUNICIPALITY OF SKAGWAY

The Municipality of Skagway was incorporated as a first-class city in 1900; the city was dissolved in 2007 and reincorporated as a first-class borough. The Municipality of Skagway operates under a manager-assembly form of government, which pairs the expertise of a full-time manager with the dedicated service of elected citizens.

In 2017 the population of the Municipality of Skagway was 1,087. Because of its mostly seasonal tourism-based economy, the population of the Municipality of Skagway triples to accommodate over 900,000 visitors to the community during the summer.

In addition to municipal administration (Manager and staff), the Municipality is comprised of 10 additional departments: Convention & Visitors Bureau, Clerk's Office, Library, Museum, Recreation Center, Public Works, Police, Fire, Harbor, and Clinic. The Municipality provides water and sewer services to the community.



The Municipality's budget revenues total \$18,825,109 in fiscal year 2019, with a capital budget of \$6,024,347. Comprehensive budget information is available upon request.

COMMUNITY AND HISTORY

Skagway is strategically located at the northern terminus of the Inside Passage, and lies 110 road miles south of Whitehorse, Canada.

Skagway was originally known by the Tlingits as Ska-gua; it was used by the Chilkoots and Chilkats for hunting and fishing. In 1896, gold was discovered 600 miles away in the Yukon; Skagway acted as the starting-off point for prospectors and is still considered the "Gateway to the Klondike."

In 1897 a post office, a church, and a newspaper were founded in Skagway, and its population rose to 10,000. In 1900, Skagway became the first incorporated city in Alaska, beating Juneau by a day. The first tourism boom began in the mid-1920s. During WWII, Skagway stationed as many as 3,000 troops, who worked to construct the Alcan Highway. The Klondike Highway to Whitehorse, Yukon, opened in 1979.

Today, Skagway's port and highway offer year round connections and comprise the most cost-effective shipping route north and south.

Within Skagway's downtown historic district, false-fronted buildings and boardwalks dating from the Gold Rush line the streets, making Skagway a major visitor attraction. Thousands of visitors from around the world come to Skagway each summer by road, cruise ship, plane and ferry to enjoy its award-winning Gold Rush charm.

BOROUGH MANAGER

The Borough Manager is appointed by the Borough Assembly and serves at its pleasure. During tenure of office, the Manager must be a resident of the Municipality of Skagway.

The Borough Manager supervises department heads and through the department heads all municipal employees, with the exception of the Borough Clerk and Clinic Executive Director.

The Borough Manager is the chief administrative officer of the Municipality and is responsible to the Assembly for executing municipal laws and ordinances and administering the policies of the Assembly.

CANDIDATE PROFILE

The ideal candidate for the next Manager will:

- Exceed the minimum education and job experience requirements;
- Demonstrate strong leadership skills;
- Demonstrate financial management and budgetary skills;
- Be dedicated to the concepts of effective and democratic local government;
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships;
- Recognize that the chief function of local government is at all times to serve the best interests of the people;
- Provide the Assembly with facts and advice on matters of policy as a basis for decision making and setting community goals;
- Keep the community informed on local government affairs, emphasize friendly and courteous service to the public, and seek to improve the quality and image of public service.

EDUCATION AND EXPERIENCE

The candidate should be a graduate from a four-year college or university with a major in public or business administration, or a closely related field; and at least five years of progressively responsible experience in the management and administration of a municipal government; or an equivalent combination of training and experience. The Borough Manager shall be chosen on the basis of executive and administrative qualifications and appointed by the Borough Assembly for an indefinite term by a majority vote of the whole.

COMPENSATION AND BENEFITS

- \$110,000 to \$140,000
- Contract with severance pay
- Vacation and sick leave
- Social Security and Medicare
- Family health and life insurance
- Retirement—State of Alaska PERS plan



APPLICATION PROCESS

Submit a letter of interest, resume and four professional references to the administration office via email (m.gihl@skagway.org) or fax (907-983-2151).

The position shall remain open until filled. The submitted package will be reviewed by the Borough Assembly. Semi-finalists will be asked to complete a job application and will be subject to comprehensive background checks prior to being selected as a finalist. The complete job description will be available on the municipal Web site at: www.skagway.org.

General information about Skagway may be found at www.skagway.org. State law provides that applicant packets are public information. Additional information may be obtained from the municipal administration office at 907-983-2297.

The Municipality of Skagway is an equal opportunity employer.