

City of Gustavus Regular Position Vacancy Announcement

City Administrator

Hours: The City Administrator position is a regular part-time, non-exempt hourly position. The Administrator is expected to work 20 - 35 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Wage range: Depending on qualifications and experience

Position Summary: The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. Please see attached City Administrator Position Description for essential duties and responsibilities; required minimum qualifications; desired knowledge, skills, and abilities; and Notice to City Employees. Please note that two levels of City Administrator duties are included. Only one position will be filled.

Supervision: Serves at the pleasure of the City Council, with day-to-day supervision by the Mayor.

Work location: Generally, City Hall.

All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip [CoG 3.03.010(a)(3)(B)].

To Apply: Provide a cover letter, resume, and city application electronically to clerk@gustavus-ak.gov or by mail to City of Gustavus, City Administrator Recruitment, PO Box 1, Gustavus, AK, 99826. Applications may be left in the mailbox by the City Hall door. Reasonable accommodation to facilitate the submission of an application is available on request. For more information, please contact Jake Ohlson, Vice Mayor, City of Gustavus, at 907 697 2451.

Application period: Applications are due in City Hall by 4 pm August 11, 2018. This position will remain open until a qualified applicant is found. Application forms are available online at <http://cms.gustavus-ak.gov/administration/page/cog-employment-application>.

The City of Gustavus is an Equal Opportunity Employer.

**City of Gustavus
City Administrator (Level 1) Position Description**

Title: City Administrator

Regular Part-Time Position: The City Administrator position is a regular part-time, non-exempt hourly position. The Administrator is expected to work 20 - 35 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall

Wage Range: Depending on qualifications and experience

Summary: The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This position's duties, as delegated by the Mayor/Council include:

- Serves as the Administrative Officer of the City and manages administrative functions (including human resource functions). With Council approval, appoints and removes city personnel. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for overall City functions; participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.
- Assists with strategic planning functions of the City; participate in planning efforts at the local and regional level; keep City Council apprised of developments at the state and federal level that impact the City; monitor pending legislation for impact on the City; oversee compliance with new legislation; may represent Gustavus at regional conferences, task force groups, and meetings-
- Serves as a liaison between City staff, the Mayor and the City Council; work closely with City Attorney, auditors, and other consultants and contractors employed by the City. Manages leases: bulk fuel, generator building, AT&T, ACS, GCI, pit mining.
- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions.
- In conjunction with the City Treasurer, may perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gather relevant information, evaluate data and make

recommendations based on findings; prepares reports; and makes presentation to the City Council and other interested parties.

- Assist with the development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Assist with the implementation of and propose updates to the Capital Improvement Plan in conjunction with the Mayor and department heads; guide capital project administration, procurement, and construction and contract administration with the City Treasurer;
- Oversee Risk Management – working with city attorney
- Property Management – exercise custody of all City-owned property
- Assist with administrative functions at City Hall. Work with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A Bachelor's degree in Public Administration, Business Administration or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the job duties. Familiarity with grant writing, contract administration and experience with financial analysis is a plus. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

Notice. Employees shall conduct city work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.

**City of Gustavus
City Administrator (Level 2) Position Description**

Title: City Administrator

Regular Part-Time Position: The City Administrator position is a regular part-time, non-exempt hourly position. The Administrator is expected to work 20 - 35 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall

Wage Range: Depending on qualifications and experience

Summary: The City Administrator (Level 2) directs and manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This position's duties, as delegated by the Mayor/Council include:

- Assist the Mayor in performing the Executive functions of the City

- Serves as the Administrative Officer of the City and directs administrative functions (including human resource functions). With Council approval, appoints and removes city personnel. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.

- Guides strategic planning functions of the City; leads and participates in planning efforts at the local and regional level; keep City Council apprised of developments at the state and federal level that impact the City; monitor pending legislation for impact on the City; oversee compliance with new legislation; represents Gustavus at regional conferences, task force groups, and meetings-

- Serves as a liaison between City staff, the Mayor and the City Council; work closely with City Attorney, auditors, and other consultants and contractors employed by the City. Manages leases: bulk fuel, generator building, AT&T, ACS, GCI, pit mining. Administers contracts.

- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions.

- In conjunction with the City Treasurer, perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gather relevant information, evaluate data and make recommendations based on findings; prepares reports; and makes presentation to the City Council and other interested parties. Provide financial forecasting, research and analysis as requested by the Mayor/Council.
- Oversee development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Oversee implementation of and propose updates to the Capital Improvement Plan in conjunction with the Mayor and department heads; guide capital project administration, procurement, and construction and contract administration with the City Treasurer.
- Research, identify, develop and respond to public and private grant opportunities; researches and identifies new government, corporate, foundation and private funding prospects; generates proposals and supporting documents in response to solicitations; writes reports to government, corporate, foundations, and other funders.
- Engage in economics development opportunities at the direction of the Council/Mayor.
- Oversee Risk Management – working with city attorney
- Property Management – exercise custody of all City-owned property
- Oversee and assist with administrative functions at City Hall. Work with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A Bachelor's degree or higher in Public Administration, Business Administration or related field, plus a minimum of 5 years of progressively responsible professional experience in management and/or human resources. Demonstrated experience with grant writing, contract administration and/or financial analysis. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess demonstrated experience in the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

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The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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