

Municipality/Organization: City of Kotzebue

Job Title: City Manager

Posting Date: 5/17/19

Closing Date: Open until filled

Salary: \$110,000.00 - Depends on experience

General Description: The City Manager is the executive and administrative officer for the City. The immediate supervisor is the City Council. He/she serves at will and shall serve at the pleasure of the City Council and shall:

1. Appoint, suspend or remove by written order City employees and administrative officers, except for the City Clerk and the City Attorney.
2. Supervise the enforcement of law.
3. Execute the budget and capital programs as adopted.
4. Make monthly financial reports to the Council on City finances and operations.
5. Report to the end of each fiscal year on the finances and administrative activities of the City.
6. Prepare and make available for public distribution, an annual report on City affairs.
7. Ability to travel both within the State of Alaska as well as the lower 48 states to represent the City in both State and Federal matters.
8. Serve as City Personnel Officer unless the Council authorized him/her to appoint a personnel officer.
9. Execute other powers and duties specified in Alaska Statutes Title 29 or as lawfully prescribed by the Council.
10. Direct the care and custody of all municipal property.
11. Coordinate municipal construction, maintenance and operation of municipal public works.
12. Subject to Council approval, have the power to assign additional functions or duties to officers, departments or agencies established by ordinance and likewise transfer functions or duties from one such office, department or agency to another.
13. Coordinate the water, sewer and garbage distribution utilities and other such municipal services.
14. Supervises all City departments.
15. Perform and/or assume other job or work related duties as assigned.

Qualifications:

1. Bachelor's Degree in Management, Public Administration, Economic, Community Planning or equivalent documented combination of education and experience in the public sector.
2. Actual municipal government experience or experience as a Chief Administrative Officer or Chief Executive Officer in the public sector.
3. Familiarity with budget preparation.
4. Capital Project Coordination.

5. Municipal utility management.
6. Ordinance development.
7. State and Federal grant programs.
8. Alaska Statutes and personnel management.
9. Bush experience preferred.
10. Participatory management style preferred.

To Apply: Please submit your application for employment or resume to:

City of Kotzebue, ATTN: Linda Greene, P.O. Box 46, Kotzebue, AK 99752

or Joe Evans, City Attorney at joe@jwevanslaw.com

Web Link: www.cityofkotzebue.com

Contact: Linda Greene at (907) 442-3401, ext. 107 or Joe Evans at (360) 782-2418/(360) 981-5508 [cell]