



The City and Borough of **Sitka, Alaska** is seeking a talented manager for the position of

## City Administrator

Salary Negotiated \$125,000+ DOQ/E

### Sitka is the place

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Situated on the West Coast of Baranof Island in a region renowned for its natural beauty and wildlife, Sitka is a special place to live and work. As Alaska’s first city and as a cultural heritage site, Sitka is unique. The community is diverse and rich in tradition and activities. A summer classical music festival, Russian church, a vibrant Tlingit community, Fine-Arts camp, three high schools, a college, Whalefest, Raptor Center, and many more opportunities are right here. Long-term residents and approximately 200,000 visitors every year exclaim, “This is the place!”

### The City and Borough

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The Baranof Island area is 4,800 square miles and is located in the Alexander Archipelago. Approximately 9,000 residents call Sitka home. We are a home rule City and Borough with an Assembly – Administrator form of government. A full-service local government has the following Departments:

Administration	Legal
Assessing	Library
Centennial Hall	Planning
Clerk	Police
Electric	Public Works
Finance	Water
Fire	Wastewater
Harbor	Solid Waste
Information Systems	Search and Rescue

There are 154 FTE’s and a total budget of \$113 m. including General Fund, capital and enterprise funds. The Assembly has 7 members with the Mayor being the Chair. It meets twice a month with special sessions for issues.

### The Job

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The City Administrator is the Chief Administrative officer and is appointed by the City and Borough Assembly. The Administrator is responsible for implementing policy established by the Assembly and for the Administration of all City Departments.

### Profile

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Desired outcomes are positive Assembly and Administrator relations with a talented manager and administrative leader who understands all aspects of City government. This person will be able to delegate and hold staff accountable.

The Assembly is seeking a City Administrator who encourages open communication. The candidate will be able to implement and support decisions by the Assembly and provide good information for decision-making. The winning candidate will be able to clearly explain options to assist the Assembly. Candidates should have a proven track record for delivering results, building accountability for staff, and creating a work environment of teamwork and innovation.

The desired candidate is a consensus builder, provides leadership to the City staff and is not afraid to make the tough decisions as they are needed. The successful candidate will demonstrate a sense of integrity, honesty, and commitment to the City and Borough and will have proven skill in working with an Assembly, Council, or Board.

Candidates should be able to organize and express ideas through excellent oral and written communication to a variety of entities such as the Assembly, Boards and Commissions, community groups and other audiences related to our local government. Candidates will have a track record of implementing policies and systems that are customer service oriented, and provide efficient cost-effective service.

Our new Administrator will be a good listener who consistently works well with personnel through all levels of the organization and in the community. The candidate who can demonstrate that he or she has helped to develop a sense of pride and cooperation in their community and who have provided sound management leadership in the past will be of special interest to the Assembly.

**Education and experience**

Candidates should have seven to ten years of progressively responsible senior management experience in municipal or county government, preferably with at least three to five years as a successful City or County Manager or Administrator; or as an Assistant or Deputy. Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Public Administration, Business Administration or a closely related field with a history of continuing education. Master's degree a plus.



**Compensation**

- Salary Negotiated DOQ/E
- PERS Defined Contribution Retirement
- SBS Annuities program - 6.13% match
- Deferred compensation 457(b)
- Life Insurance
- Medical Dental Vision
- Annual Leave/Sick Leave



**More information:**

Official website – [www.cityofsitka.com](http://www.cityofsitka.com)

[Sitka Economic Development Association – www.sitka.net](http://www.sitka.net) - For business and economic information about Sitka

[Sawmill Cove Industrial Park – www.sawmillcove.com](http://www.sawmillcove.com) - For information about Sitka's marine industrial park

[Sitka Tribe of Alaska – www.sitkatribes.org](http://www.sitkatribes.org) - Local tribal government includes Tribal Tours information

[Greater Sitka Chamber of Commerce – www.sitkachamber.com](http://www.sitkachamber.com) - For information about local businesses



The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply by August 9, 2019. Position open until filled. To apply, please send a letter of interest, resume, and completed application to:

City and Borough of Sitka  
Human Resources  
100 Lincoln Street  
Sitka Alaska 99835

[hr@cityofsitka.org](mailto:hr@cityofsitka.org)  
907-747-1816 voice  
907-747-1846 fax



A complete job description and application form can be found at <http://www.cityofsitka.com/government/departments/hr/index.html>