

JOB ANNOUNCEMENT
CITY OF UNALASKA, AK
ADMINISTRATION DEPARTMENT



Open Date:
Close Date:

Position: Assistant City Manager

Salary: [Non-Union Position Min – Mid Range] **\$93,520.95 - \$121,577.24/ Year**

The City of Unalaska is accepting applications for the position Assistant City Manager. Unalaska, Alaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,000 full-time residents with seasonal influxes from multiple commercial fishery operations. Unalaska is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION: This executive level position functions as the general manager of the Administration Department. Directly assists the City Manager in the establishment of overall direction, coordination and management of all City departments and divisions. Provides support for the operations of all City Departments including a centralized human resource management, risk management, employee development and recognition programs, employee housing program, and administrative policies. Conducts research, prepares and presents studies, status reports, and proposed policies, plans, procedures, and ordinances to the City Manager and the City Council. Advises the City Manager and Council on administrative and public policy matters. Assumes the responsibilities and functions of the City Manager in their absence.

KNOWLEDGE, SKILLS & ABILITIES: Extensive knowledge of the principles and practices of public administration and management, public policy development, regulatory interpretation, human resources, risk management, labor and employee relations, and community relations is required. Knowledge of governmental financing and budgeting; of program development and strategic planning; of city, state, and federal legislative process; of principles and practices of employment management, employee and organizational development is required. Must have written and oral communication, problem solving and interpersonal skills. Ability to work under pressure to manage tasks and projects is required. Must have an interest in and ability to utilize an HRIS, financial software and other computer programs for citywide management and process improvements. Ability to develop and maintain productive working relationships with a wide variety of people and organizations is a must.

EDUCATION & EXPERIENCE: Bachelor's degree in Public Administration or related field and a minimum of five years of senior administrative or management experience in the public sector is required. Assistant or deputy city manager experience is preferred. A graduate degree in Public Administration or related field is preferred. Experience in the areas of organizational development, public policy, human resources and risk management a plus. Experience living and working in remote Alaska is preferred. Combination of education and experience which provide required expertise will be considered on an individual basis.

LICENCES & SPECIAL REQUIREMENTS:

Must be at least 21 years of age.

Must have, or be able to obtain, an Alaska Driver's License within 90 days of hire.

Ability to pass all required pre-employment testing i.e. Criminal background and History, drug testing.

Must be eligible to work in the US; requirements by Federal Law if hired must complete employment eligibility verification form (I-9).

BENEFITS:

Potential for \$10,000 hiring bonus.

Travel allowance \$1,500 on your anniversary of hire date.

Tuition Reimbursement up to 100% (refer to Title III for details).

Medical premium 100% employer paid (employee & dependents).

Paid Time Off starting at 8 hours per pay period per Title III.

Eligible for Public Employees Retirement System (PERS) retirement.

TO APPLY: Submit a City of Unalaska Application, along with a cover letter, resume, five professional references, and three short examples of your writing (i.e. memos, reports, policy, email) that are no more than two pages each. All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by downloading at www.ci.unalaska.ak.us. Return completed forms to City of Unalaska Attn: Administration P.O Box 610, Unalaska, AK 99685, email mmurdock@ci.unalaska.ak.us or fax 907-581-4469

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply.