



City and Borough of Sitka, Alaska
 Seeking a talented manager for the position of

HUMAN RESOURCES DIRECTOR
\$91,790.40+ DOE/Q

Sitka is the place

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 of Sitka

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 | Electric | Harbor | Library | Police |
| Assessing | Finance | IS | Municipal Clerk | Public Works |
| Centennial Hall | Fire | Legal | Planning | |

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 of Human Resources Director

Working under the direction of the Municipal Administrator, the Human Resources Director performs work in planning, organizing and directing a comprehensive human resource management program for the City and Borough of Sitka. The Director is responsible for recruitment, employment and classification, continuing development of personnel policies, employee development, compensation and benefits administration, records management, safety policies and related work as required.

Profile

Plans, organizes and directs the City human resource management program under the provisions of the Charter of the City and Borough of Sitka, the City and Borough Municipal Code, Memoranda of Agreement, Federal, State and local regulations and the City's Personnel Policies.

Directs the preparation and administration of the annual budget of the Human Resources Department and provides guidance and initiates strategies for the departmental operations within the parameters of the budget.

Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Administrator, department heads, supervisors, employee representatives, the Assembly, the general public and civic groups to discuss human resource opportunities, plans, programs or problems.

Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.

Education and experience

- Bachelor's degree from an accredited college in human resource management, public or business administration, industrial relations, or a closely related field is required.
- Three (3) years of increasingly responsible experience in management, human resources support, and personnel functions is required.
- Candidates must possess an Alaska State Driver's License by time of hire.
- SPHR/PHR or SHRM-CP and SHRM-SCP is preferred.

Benefits

- PERS Defined Contribution Retirement
- SBS Annuities program - 6.13% match
- Life Insurance
- Medical Dental Vision Insurance
- Annual Leave/Sick Leave
- Floating and paid Holidays



Additional Information

Official website – www.cityofsitka.com

Fire Department website – <http://www.cityofsitka.com/government/departments/fire/index.html>

Sitka Tribe of Alaska - www.sitkatribes.org - Local tribal government includes Tribal Tours information

Sitka Economic Development Association - www.sitka.net - For business and economic information about Sitka

Sawmill Cove Industrial Park - www.sawmillcove.com - For information about Sitka's marine industrial park

Greater Sitka Chamber of Commerce - www.sitkachamber.com — For information about local businesses

Sitka School District - <https://www.sitkaschools.org> – For information about Sitka education

Sitka Fine Arts Camp - <https://www.fineartscamp.org>

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. 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

907-747-1816 voice

907-747-1846 fax

