



www.cityofseldovia.com

P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: cityclerk@cityofseldovia.com

Job Announcement

Position: City Manager
FT/PT/INT: Full-time

Salary: DOE
Closing Date: Open until filled

Seldovia is a coastal community located on Kachemak Bay in South Central, Alaska which was founded as a Russian trading post and incorporated as a First Class City in 1962. It is off the road system and is accessible by boat; Alaska Marine Highway, water taxi, personal watercraft or plane. The present economy is based on commercial fishing, tourism, seasonal recreational residency and retirement. The most recent census population was 266 with an additional 144 living outside the City limits.

As a First Class City, Seldovia provides all the basic services including: police, fire and emergency medical, water/sewer utility, harbor, a City dock, and boat storage. The core City staff includes six fulltime and twelve part-time employees along with dozens of volunteers. A Comprehensive Plan was completed in May of 2014 and is available online at cityofseldovia.com.

Candidates are sought that possess successful, progressive experience that can continue the forward movement of the community. An undergraduate degree in public or business administration is desired. The ability to work with a variety of individuals/organizations in the City and around the State is essential.

QUALIFICATIONS:

- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to learn and grow
- ability to manage innovation
- ability to build teams / supervisory experience
- familiarity with rural Alaska preferred
- ability to develop direct reports and others
- professional city/government management experience helpful

Applicants should send: a brief letter of interest, resume and a minimum of four professional references to the City Clerk at cityclerk@cityofseldovia.com. The position is open until filled with the first review of applications being September 15, 2020.

The City of Seldovia is an Equal Opportunity Employer.

If you have any questions, you may contact us at 907-234-7643 or Fax 907-234-7430.