



**CITY OF THORNE BAY
JOB ANNOUNCEMENT
CITY ADMINISTRATOR**

The City of Thorne Bay is accepting applications for the position of City Administrator. This is a full-time salaried position, with benefits.

Applicants must have a bachelor's degree in public administration, business, or related field, and a minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required. Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.

Applications may be completed online at www.thornebay-ak.gov/employment-application/, or by downloading our application and supplemental questionnaire at <https://thornebay-ak.gov/wp-content/uploads/2021/06/Administrator-Employment-Application.pdf>, and submitting it electronically to the City Clerk at cityclerk@thornebay-ak.gov. Emailed applications subject line should read: "Application for City Administrator 2021 - Your name".

Background Checks Required

If you are offered employment, the offer will be contingent upon the outcome of a background check. Any criminal or abusive history will be reviewed and could result in the withdrawal of the offer or termination of employment.

Information for the Applicant:

The City of Thorne Bay is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Application deadline is July 30, 2021. A complete job description is available at City Hall and on our website at www.thornebay-ak.gov.

The City of Thorne Bay is an EOE, Alcohol and Drug Free, ADA Employer.

Posted: June 23, 2021



THE CITY OF THORNE BAY
120 FREEMAN DRIVE,
THORNE BAY, AK 99919
TELEPHONE: (907) 828.3380

CITY ADMINISTRATOR
JULY 30, 2021

Department: City Administration

Definition: The **City Administrator** is considered an appointed official serving at the pleasure of the Council. The council may enter into an employment contract with the city administrator for a term not to exceed three years in length, setting compensation and other terms of employment. The city administrator serves at the pleasure of the council. Subject to the terms of any employment contract with the city administrator, the council may suspend or remove the city administrator at any time for any reason the council deems appropriate.

Position Summary: The City Administrator responsibilities include serving as the City's Planning Official, general day-to-day directing and supervising the Public Utility Departments, Harbor & Parks Departments and Streets & Roads Departments.

Essential Duties: Acting through powers delegated by the mayor and acting at all time under the delegation and supervision of the mayor, the city administrator shall:

- Hire, supervise, discipline, and evaluate all city employees, and volunteers, with the exception of the City Clerk and Finance Department, or further delegate this authority in a given case;
- Direct and supervise the construction, maintenance, and operation of municipal public works departments;
- Prepare and submit the annual budget and capital improvements program to the council;
- Keep the mayor and council fully advised concerning the financial condition and needs of the city;
- Apply for state, federal or other grants and, upon the mayor's approval of the project or the council's appropriation, therefore, execute and carry out the terms and condition of such grant agreements;
- All other duties assigned by the mayor or council.

Qualifications:

- A bachelor's degree in public administration, business, or related field, and
- Minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required.
- Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job may substitute.