



KODIAK ISLAND BOROUGH

BOROUGH MANAGER

The Kodiak Island Borough is accepting applications for Manager of the Kodiak Island Borough. The Manager is appointed by and reports to the elected seven-member Assembly and is responsible to the Assembly for the administration of daily Borough operations and Borough staff.

JOB SUMMARY

The Manager serves as the chief administrative officer of the Borough and reports to the Assembly. The Manager upholds and enforces Borough ordinances, administers the policies of the Assembly and Borough, manages the Borough budget and capital improvement program, and supervises department heads and manager's office staff.

QUALIFICATIONS

A bachelor's degree in business administration, public administration or a closely related field from an accredited college or university and five (5) years of experience as a municipal administrator is preferred. Experience as a municipal administrator in Alaska is preferred. A combination of education, training, and experience may be substituted for the required education when the applicant possesses a demonstrated ability. A strong financial background and experience with grants and legislative matters is preferred. Applicant must possess strong organizational and planning skills. Knowledge and experience working within a diverse multicultural community is a plus.

SALARY

Negotiable, depending on qualifications (DOQ), plus excellent benefits.

ABOUT KODIAK

Kodiak is the second largest island in the United States. Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, the Kodiak Island Archipelago is home to about 13,000 people, less than 100 miles of mostly unpaved roads, and more than 3,000 of the world's largest brown bears. Despite the island's isolation, residents enjoy a cosmopolitan lifestyle, along with access to uncrowded beaches, extensive wilderness trails, and easy mountain hikes. Downtown boasts shops, galleries, restaurants, coffee shops, and museums. Commercial fishing, seafood processing, recreational hunting, fishing, tourism, and government make up the economy of Kodiak. The Kodiak Island Borough was incorporated on September 24, 1963. It is a second-class borough with a manager form of government.

TO APPLY

For a complete job description, visit the Human Resources page on the Kodiak Island Borough website www.kodiakak.us/jobs or contact Meagan Christiansen at (907) 486-9303.

To apply, please submit a letter of interest and resume via email to mchristiansen@kodiakak.us. This position is open until filled with first application deadline of **October 22, 2021**. EOE.