

CITY ADMINISTRATOR CITY OF DELTA JUNCTION, ALASKA

First Review of Applications: March 22, 2022

The City of Delta Junction is seeking a qualified individual to fill the position of City Administrator. The Administrator position is subject to continued funding by a non-partisan, seven (7) member City Council (of which the Mayor is a voting member). The Mayor is an unpaid elected official who relies on the Administrator to serve as chief operating officer.

Delta Junction is a 2nd class municipality with a population of 1,100 and provides services to the surrounding unincorporated population of approximately 3,500. Located 100 miles southeast of Fairbanks at the junction of the Alaska and Richardson highways, the greater Delta area is a stable diversified community boasting the largest farming area in the state. The area also includes: Fort Greely, home of the Nation's Ground Based Mid-Course Missile Defense System; the Army Cold Regions Test Center; the U.S. Army Alaska Donnelly Training Area; and Pogo Mine, a major hard rock underground gold producer. The Trans-Alaska oil pipeline also traverses the community. The local Farm Bureau operates the City-owned Visitor Center. The Sullivan Association operates the Sullivan Roadhouse Historical Museum. The local Pioneers of Alaska Igloo operates Pioneer Park. The area has a weekly newspaper, The Delta Wind (deltawindonline.com). Delta News Web (deltanewsweb.com) is another source of local information.

The City provides Administration, Library, Landfill, Community Center / Senior Lounge, fire (volunteer) and ambulance service (contracted), support for television and radio repeaters, a gravel airport (D66), cemetery, street maintenance (within City limits), and parks and recreation areas, including indoor and outdoor skating rinks, a couple parks (one with ballfields) and hiking trails.

The City currently has five (5) full-time employees, including Administrator, and 7-10 additional part-time employees (seasonally variable). The Fire Department operates exclusively with volunteers. The City contracts with Delta Medical Transport, a privately-owned ambulance service, and with the City of Fairbanks for contracted dispatch service. The City finance department is split between a local part-time contract and Alaska Municipal League Shared Services. There is no municipal police department, but five Alaska State Troopers and one Wildlife Trooper who are stationed at the Delta Post. The Delta-Greely School District is a State of Alaska REAA (Regional Educational Attendance Area). City Hall has two passport agents and one employee who handles address and mapping issues. The City Council has platting authority inside the city limits.

Salary: \$83,442 - \$93,268 (DOE) plus benefits. (City pay schedule will allow initial credit for up to 5 years of relevant experience within the previous 10 years. This schedule is part of the City of Delta Junction Employee Policy Plan, available on the City website (deltajunction.us) under "City Staff." The Administrator position was removed from PERS coverage in 2005. The Administrator is enrolled in a 457 Defined Contribution Program to which the City contributes an amount equal to what would be paid into PERS, with immediate full vesting. This position is also covered by Federal Social Security.

The person in this position is nominated by the Mayor and approved by the City Council. This is a salaried, exempt, at will position; the City Administrator serves at the pleasure of the Mayor.

Currently the City offers State of Alaska Municipal Subdivision Health Insurance. The coverage is mandatory for employees, but optional for spouse and children. The employee is required to pay 4% of the premium.

The City provides nine paid holidays per year and personal leave (combined vacation/sick) accrual at 1½ days per month of service. No overtime or compensatory time is given (exempt employee), and the Administrator is expected to adhere to normal City work hours of at least 8 am to 5 pm (with an hour off for lunch) plus attendance at evening, weekend and out of town meetings as required. Some travel is required by both automobile (employee supplied, reimbursed at the published IRS mileage rate) and occasional commercial airplane.

Points of importance related to the City Administrator position include:

1. Your education information
2. Former positions or knowledge as municipal administrator or manager
3. Prior jobs that include supervision of employees
4. Knowledge of budget preparation
5. Prior experience as spokesperson for a business or organization
6. Knowledge of the levels of government, departments, legislature, etc.
7. History of working with the public (knowledge of constituents served and the community in general) including the conduct of public meetings
8. Ability to communicate via phone or written communication
9. Computer and IT knowledge
10. Familiarity with the Alaska Municipal League, Alaska Statutes (especially Title 29) and regulations related to operation, and the Federal government, including the military connection to the community
11. Knowledge of landfill operations and SWANA (Solid Waste Association of North America) is a plus, as is knowledge of heavy equipment operation
12. Current or prior residence in the Alaska Interior is a plus (Delta Junction has a winter with several months of average temperature below zero and occasional temperatures below -40 degrees)
13. Any experience in interfacing with the military is a plus

AVAILABILITY: The successful applicant is desired to be available in Delta Junction to begin work by the week of April 11, 2022.

APPLICATIONS: There is no formal application form. Initial applications must directly address each of the above qualification requirements in numerical order (1 through 13). Each application should state approximate date of availability.

Applications not following this format may be disregarded by the City without notice to the applicant. Form resumes from individuals, employment agencies, and employment web sites will NOT be considered or acknowledged.

Applications MUST be made by e-mail and addressed to MAYOR at city@deltajunction.us. Applicants MUST provide an e-mail address to serve as the initial mode of communication and a mailing address and telephone number as secondary contact.

Pursuant to Alaska Supreme Court decision ALL applications for this position become public records immediately upon receipt by the City.

Applicants who are invited to submit further information will be requested, at that time, to provide written authorization and sufficient personal identification information, including Social Security number and driver's license number, to enable the City to do a full background check, including criminal and credit history. A copy of the current driver's record from a state DMV will be required before hiring.

New hires must comply with the City of Delta Junction drug/alcohol screening policy.

Additional information about Delta Junction may be found on the City website (<https://deltajunction.us>). The Mayor can be reached at mayor@deltajunction.us, or a message can be left at (907) 895-4656.

The City of Delta Junction is an equal opportunity employer.