

JOB ANNOUNCEMENT

CITY OF UNALASKA CITY MANAGER'S OFFICE

OPEN DATE: April 11, 2022

CLOSE DATE: Until Filled

POSITION CITY MANAGER

Hiring Wage Annual Salary \$150,000 +/- depending on qualifications and experience

The Mayor and City Council of the City of Unalaska is accepting applications for the position of **City Manager**. Located in the central Aleutian Islands, Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor. This is an exclusive opportunity for a talented City Manager to practice the profession in a fascinating maritime community in the North Pacific.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by the City Manager. Duties listed are intended to provide a representative summary.

GENERAL DESCRIPTION

This executive level position, under the general supervision of the Mayor and City Council, is responsible for the administration of the goals established by the Mayor and six-member City Council. The City of Unalaska is staffed by more than 160 employees, including ten (10) department directors who report directly to the City Manager.

KNOWLEDGE, SKILLS & ABILITIES

The successful candidate must have a demonstrated employment history that includes a thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting; municipal government, and city, state and federal legislative processes; federal and state relationships as they impact the operations of a municipal government; fisheries and resource management; emergency management and incident command systems; fiscal planning and management; and labor relations, employment practices and affirmative action.

The successful candidate must have the skills and ability to plan, direct and coordinate program activities and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved. The City Manager must analyze and appraise facts and precedents in making administrative decisions; solve problems; and make decisions based on the evidence at hand. The City Manager must also motivate and lead others; delegate assignments, authority and responsibility; make independent judgments and decisions; and take the initiative in influencing events, and to persuade and negotiate as needed. It is a requirement to be able to work under pressure to manage simultaneous tasks and projects; and to establish and maintain productive working relationships with the City's elected and appointed officials, staff, attorneys, consultants, state, federal and local agencies, and the public.

EDUCATION & EXPERIENCE

- Bachelor's Degree from accredited four-year college or university in Public Administration, Business Administration or a related field is required. A graduate degree in Public Administration or a related field is preferred.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply

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- Ten years of progressively responsible professional experience in an administrative and managerial role in municipal government is desired, with at least 5 years at a management level. Experience as a city manager, assistant city manager, or other executive level position is highly desirable.
- Experience with labor negotiations and management of a union workforce.
- Experience engaging in strategic planning processes among diverse stakeholders in the community.
- Familiarity with Indigenous Tribes and Alaska Native Corporations is a plus.
- Combination of education and experience that provide the knowledge, skills and abilities listed will be evaluated on an individual basis.
- Experience in the State of Alaska preferred.

LICENCES & SPECIAL REQUIREMENTS

- Required to have, or be able to obtain an Alaska driver license, within 90 days of hire
- Successful completion of pre-employment testing (i.e., criminal background and work history check; and drug test)
- Eligible to work in the United States; complete Employment Eligibility Verification form (I-9)

BENEFITS

- \$5,000 Relocation Assistance (taxable), if applicable
- Up to a \$10,000 Hiring Bonus
- City vehicle for work and personal use
- City owned housing may be available for rent
- Annual travel allowance of \$2,000 after 1 year of employment
- Free Annual Membership of Life Med for employee and dependents (medevac insurance)
- Free Membership for City Parks, Culture and Recreation Department (employee only)
- Medical and Dental premiums 100% employer paid (employee and dependents)
- Paid Time Off starting at 16 hours a month
- Eligible for employee paid 457 Savings Plans with ICMA- RC or Mutual of America, and other voluntary benefits
- 9 paid holidays and 4 floating holidays per year
- Eligible for State of Alaska PERS Retirement System

TO APPLY

If the idea of becoming part of a dedicated team of professionals living in a community with a thriving economy and quality of life like no other appeals to you, please submit a City of Unalaska Employment Application along with a cover letter, resume, five professional references and three writing samples from a current or previous position. The employment application and other necessary forms are available at City Hall, Department of Administration, 43 Raven Way, Unalaska; or by downloading on the City of Unalaska website at <https://www.ci.unalaska.ak.us/hr/page/employment-application-forms>.

Return the completed application and other documents to City of Unalaska, Department of Administration, P.O. Box 610, Unalaska, AK 99685; submit by email to jrpearson@ci.unalaska.ak.us; or send by fax to (907) 581-4469. Questions? Telephone (907) 581-1252

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