



# CITY OF UNALAKLEET

*P.O. Box 28  
Unalakleet, Alaska 99684  
PH: (907) 624-3531  
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## **JOB OPENING**

**JOB TITLE:** City Administrator

**REPORTS TO:** City Council

**STATUS:** Salary, Non-Exempt

**WAGE:** DOE

**OPEN:** May 20, 2022

**CLOSES:** UNTIL FILLED

### **POSITION OBJECTIVE**

The City of Unalakleet is accepting applications for the position of City Administrator.

### **JOB SUMMARY**

This employee is appointed by and reports to the elected seven-member City Council and serves as the Chief Administrative Officer of the City—responsible for the management of daily City operations with a staff of about 25, providing services, enforcing ordinances, supervising department directors, City Office staff and keeping City financially sound.

### **QUALIFICATIONS**

- High School Graduate or GED
- Current, valid Alaska Driver's License
- Three years of Management Experience with Strong Leadership Skills preferred—  
(Alternatively: Have a satisfactory combination of experience, education or training)
- General knowledge of administrative aspects of municipal government, with the ability to work under pressure and make decisions in accordance with local ordinances and state laws
- Work experience in Rural Alaska preferred
- Must be able to work well with the public—including citizens, City officials, employees, businesses, and other local and governmental agencies
- Computer skills/knowledge required
- Accounting knowledge and Quickbooks experience required
- Financial Management Skills such as Budget Development and controls, financial forecasting, and generation of sustainable revenue sources preferred
- Knowledge of Grant Writing, reporting, Construction projects, State/ Federal taxes and programs preferred
- Ability to set goals and meet deadlines
- Must possess Strong Organizational Skills required (able to set up an easily accessible filing system for City/Council matters, current grants, official correspondence, etc.)
- Strong Communication Skills, both written and verbal, are a must

**DUTIES AND RESPONSIBILITIES**

A copy of the full job description can be picked up at the city office or via email.

**STARTING SALARY RANGE**

Salary — Depending on Experience (Salary with annual contract)

\$60-70,000 annually DOE (with benefits) and may include housing. Actual salary will be based on qualifications and experience.

The City of Unalakleet is an At-Will EOE. Due to the high-profile nature of this position, applications are not considered confidential and are subject to public disclosure.

Submit resume, references, and cover letter to:

Address: City of Unalakleet,  
P.O. Box 28  
Unalakleet, Alaska 99684, or  
Email: [cm@unk.gov](mailto:cm@unk.gov)