



City of Kake

"HOME OF THE WORLD'S LARGEST TOTEM POLE"

P.O. BOX 500
KAKE, AK 99830
PHONE: (907) 785-3804
FAX: (907) 785-4815

City of Kake

Employment Opportunity: City Administrator

Posting Date: November 8, 2021

Closing Date: Open until filled

Description:

The City Administrator reports directly to the Mayor and may delegate duties as required. He/she is responsible for the overall supervision of the Administration department, Finance Department; Water and wastewater department, Public works department, Harbors; Public Safety; and oversees the city-owned liquor store.

Duties will include but are not limited to: (1) Personnel supervision; (2) Grant research, procurement and administration; (3) working with City Clerk in the preparation of ordinances and resolutions; (4) attending all council and committee meetings and advising the mayor and city council on matters pertaining to city business, financial situation; personnel issues; (5) preparing and administering the annual operating and capital budgets; and (6) other duties as may be directed by the mayor.

Additional duties include assisting with formulating and adopting of policies, procedures, ordinances, resolutions and directives. Other duties include (1) meeting with and directing all department heads, either on a regular or an as-needed basis; (2) formulating and adhering to a maintenance schedule for all city properties; (3) serving as the personnel officer, keeping job descriptions current, and conducting annual employee evaluations.

Qualifications:

Bachelor's Degree in Public Administration or Business Administration preferred
or a minimum of 5 years experience with a Municipal Government
Demonstrated knowledge of Municipal Government Operations, AS Title 29
Familiarity or experience in working in Rural Alaska preferred

Salary: DOE

To apply:

Applications can be obtained by calling the City office at (907)785-3804
Please include resume and references to: City of Kake, P.O. Box 500. Kake, AK 99830 or
email to cityclerk@cityofkake.org