

City of Adak, Alaska

P.O. Box 2011
Adak, Alaska 99546-2011
Telephone (907) 592-4500
Fax (907) 592-4262



JOB ANNOUNCEMENT

POSITION:	City Manager	DEPARTMENT:	Administration
REPORTS TO:	City Council	SALARY:	DOE
FLSA:	Non-Exempt	FT/PT/INT:	Full Time
		CLOSING DATE:	Until filled

JOB SUMMARY:

GENERAL DESCRIPTION: The City Manager is the chief administrative officer of the City of Adak. The manager is charged with upholding and enforcing the ordinances and policies of the city. The manager is responsible for submitting an annual budget, will execute the budget and presents a monthly financial reports and other reports on municipal finances. directs the establishment of overall direction, coordination, and management of all City departments and divisions. Provides guidance for the operations of all City Departments including centralized human resource management, risk management, employee development, and recognition programs, employee housing program, and administrative policies. The City Manager will act as project manager of capital programs and exercise custody over all real and personal property of the municipality. Conducts research, prepares, and presents studies, status reports, and proposed policies, plans, procedures, and ordinances to the City Council. The City Manager provides Council on administrative and public policy matters. The manager handles and over sees the day-to-day business of the city.

KNOWLEDGE, SKILLS & ABILITIES: Extensive knowledge of the principles and practices of public administration and management, public policy development, regulatory interpretation, human resources, risk management, labor and employee relations, and community relations is required. Knowledge of governmental financing and budgeting; program development and strategic planning; city, state, and federal legislative process; of principles and practices of employment management, employee and organizational development is required. Must have written and oral communication, problem solving and interpersonal skills.

****NOTE:** This position is required to live on island 100% of the time

QUALIFICATIONS:

- A bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university. (A combination of education, training, and experience may be substituted for the required education when the applicant possesses a demonstrated ability.)
- Proven and demonstrated executive-level management experience with a minimum of five years of experience.
- The applicant should possess strong financial management abilities involving budget development and controls, taxation and financial forecasting, generation of sustainable revenue sources, and capital improvement programming and have excellent analytical skills.
- Applicant must possess strong organizational and planning skills.
- Commitment to a team approach in working with staff and the city council by communicating, sharing information readily and participating in problem solving.
- Ability to maintain an open and honest relationship with the elected body. Is forthright in words and actions but not adversarial. Accepts the decisions of the majority and carries them forward assertively.
- Experience working within a diverse multicultural community is a plus. Problem solving and interpersonal skills are key. Ability to work under pressure to manage tasks and projects is required. Must have an interest in and ability in financial software and other computer programs for citywide management and process improvements. Ability to develop and maintain productive working relationships with a wide variety of people and organizations is a must.

FOR MORE INFORMATION OR TO APPLY:

For more information about the position, please contact the City Manager at (907) 592-4500. An employment application can be downloaded from the city website: www.adak-ak.gov

Interested candidates should submit a completed employment application and resume to the above address, attention: City Manager or emailed to hr@adak-ak.gov. Submit documents in PDF format only with a total file size of under 5MB. Applications sent in other formats (including .zip format) may be rejected by our mail server. Completed applications may also be brought to the City office Monday – Friday 9:00 AM – 5:00 PM.

The City of Adak is an Equal Opportunity Employer