

City Administrator Job Description



Position start date: April 15, 2024

Salary: \$87,154 - \$98,446 (DOE)

The City of Delta Junction is seeking a qualified individual to fill the position of City Administrator. The 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 and relies on the Administrator to serve as chief operating officer of the City.

Delta Junction, a second-class municipality with a population of 978, provides services to the City and its surrounding unincorporated population of approximately 4,500, including Fort Greely. Located 100 miles southeast of Fairbanks at the intersection of the Alaska and Richardson highways, the greater Delta area is a diversified community boasting the largest farming area in the state. It includes Fort Greely, home of the Nation's Ground Based Mid-Course Missile Defense System, U.S. Army Cold Regions Test Center, and U.S. Army Alaska Donnelly Training area; Pogo Mine, a major hard rock underground gold producer; and the Trans-Alaska oil pipeline. The Delta Farm Bureau operates the city-owned Visitor Center. The Sullivan Roadhouse 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*.

The City provides administration, a library, landfill, cemetery, Community Center/Senior Lounge, gravel airport (D66), street maintenance (within City limits), radio and TV repeater site, recreational parks, and unheated indoor/outdoor skating rinks.

The City currently has 7 full-time employees, including the administrator, and 4-6 part-time employees (seasonally variable). The Fire Department operates exclusively with volunteers. The City provides an areawide contracted ambulance service. Dispatch services are contracted through the City of Fairbanks. Alaska State Troopers provide public safety. The State of Alaska operates the Delta-Greely School District. City staff provide passport processing as well as areawide mapping and addressing. The City Council acts as the platting authority within the City boundaries.

Salary: \$87,154 - \$98,446 (DOE) - The City pay schedule, part of the Employee Policy Plan, allows initial credit for up to 5 years of relevant experience within the previous 10 years.

The administrator position was removed from PERS in 2005. The position 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 also contributes to Federal Social Security.

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

Currently the City offers State of Alaska Municipal Subdivision Health Insurance. Coverage is mandatory for employees, optional for spouse and children. Employees pay 4% of the premium.

Each year, the employee receives nine paid holidays plus accrued personal leave (vacation/sick).

No overtime or compensatory time is given (exempt employees) and the Administrator is expected to adhere to normal City work hours of at least 8:00 am to 5:00 pm (with an hour for lunch) plus attendance at evening, weekend, and out-of-town meetings. Some travel is required using privately-owned vehicles (reimbursed at published IRS mileage rate) and commercial flights.

In your application, please describe:

1. Highest level of education
2. Former positions and experience related to municipal administrator or manager
3. Prior work experience that includes supervision of employees
4. Knowledge of budget preparation
5. Experience as spokesperson for a government, business, or organization
6. Knowledge of working with governments, departments, legislature, etc.
7. History of working with others, including conducting public meetings
8. Ability to communicate, verbal and written
9. Knowledge and skills with IT, office software, and accounting software
10. Familiarity with the Alaska Municipal League and Alaska Statutes regulations (especially Title 29) related to municipal operations and the Federal government
11. Knowledge of landfill operations, heavy equipment, and SWANA (Solid Waste Association of North America)
12. Experience in dealing with temperatures below zero or colder
13. Experience interfacing with the military and knowledge about their connection to the community

AVAILABILITY: The successful applicant is desired to be available in Delta Junction to begin work by the week of April 15, 2024.

APPLICATIONS: There is no formal application. Applications must directly address each of the above qualification requirements in numerical order (1 through 13).

Applications **MUST** be received by 5:00pm, Friday, April 5, 2024.

Applications **MUST** be e-mailed to MAYOR at city@deltajunction.us.

Applicants **MUST** provide an e-mail address to serve as the initial mode of communication.

Applicants **MUST** also provide a mailing address and telephone number as secondary contact.

Applicants who are invited to submit further information will be requested to provide written authorization and sufficient personal identification information, including Social Security number and driver's license, to enable the City to do a full background check, including criminal and credit history. Applicants must also provide a copy of a current driver's license record from the Department of Motor Vehicles.

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

Completed applications, redacted of sensitive personal data become public information.

Additional information about Delta Junction is available online at deltajunction.us, deltanewsweb.com, alaska-highway.org, and deltawindonline.com.

Contact Mayor JW Musgrove with questions about the application process (mayor@deltajunction.us or 907-895-4656).

The City of Delta Junction is an equal opportunity employer.