



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

JOB DESCRIPTION

GENERAL INFORMATION		
JOB TITLE	PAY GRADE	DEPARTMENT
Assistant Municipal Administrator	Non-Rep Pay Matrix Grade 17	Administration
CLASS CODE NUMBER	EFFECTIVE DATE	REPLACES JOB DESCRIPTION DATED
1105	07/01/2025	
FLSA DESIGNATION, SELECT ONE		IF UNION-REPRESENTED, SELECT ONE
<input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		<input type="checkbox"/> ASEA <input type="checkbox"/> PSEA <input type="checkbox"/> IBEW <input type="checkbox"/> IAFF

PRIMARY PURPOSE OF JOB
<p>The primary purpose of this position is to provide administrative support to the Municipal Administrator to assist in the management and oversight of departments, programs, and administrative services as well as providing senior-level strategic, complex analyses on a wide range of municipal issues, including administrative policies and procedures, personnel management, special projects, and risk assessment. The Assistant Municipal Administrator will assist the Municipal Administrator to ensure programs, services, and activities comply with laws, regulations, and policy, and supports implementation of directives from the Assembly and Municipal Administrator. The Assistant Municipal Administrator will be actively involved in both short- and long-term planning, budgeting, public safety, organizational effectiveness, personnel management, and intergovernmental relations. The position also serves as a communication and policy liaison between the Assembly, Municipal Administrator, departments, and the public.</p> <p>The Assistant Municipal Administrator will be responsible for oversight and supervision of the following departments, programs, and administrative services: Human Resources, Risk Management, Sitka Public Library, Harrigan Centennial Hall, Parks and Recreation, Tourism and Visitor Services, Information Technology, Public and Government Relations, Sitka Police Department, and Sitka Fire Department.</p> <p>Under the supervision of the Municipal Administrator, the Assistant Municipal Administrator exercises considerable independent judgment and discretion in the leadership and management of the assigned departments and programs with the technical expertise as a professional to perform the position's daily tasks and responsibilities in compliance with the law, policies, and procedures. The Assistant Municipal Administrator directly supervises two or more employees and is responsible for the supervision of all department staff if delegated to other department heads or managers.</p> <p>The Assistant Municipal Administrator is a management employee who assists and acts in a confidential capacity to the Municipal Administrator, Assembly, Municipal Attorney, and other department heads who formulates, determines, or effectuates management policies.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Municipal Administrator with strategic planning and its implementation by directing administrative actions and Municipal operations necessary to carry out the will of the Assembly and the priorities of the Municipality
- Performs complex professional analyses and policy development on a wide range of municipal issues, including administrative policies, special projects, and initiatives for both the departments and the Municipality
- Ensures departmental compliance with federal, state, and local laws, Assembly directives, CBS policies and procedures, and applicable collective bargaining agreements
- Collaborates with the Municipal Administrator and other senior-level management to create short- and long-term plans to enhance the effectiveness, efficiency, and sustainability of municipal services
- Participates in the development of annual departmental budgets and capital improvement plans and recommends allocation of personnel, financial resources, and equipment based on organizational needs, priorities, and available funding
- Assists the Municipal Administrator in coordinating and integrating municipal operations across departments with competing interests by facilitating communication, collaboration, and conflict resolution to ensure effective service delivery and policy execution
- Responsible for all personnel management and labor relations policies and procedures for the Municipality based on direction from the Municipal Administrator and in compliance with the law, HR best practices, and collective bargaining agreements
- Reviews and make recommendations to the Municipal Administrator on contracts, agreements, and other legally binding documents to ensure compliance with municipal policies, applicable law, and risk management standards in consultation with the Municipal Attorney when appropriate
- Directs, supervises, and evaluates the work of assigned department heads, directors, and managers to ensure effective leadership, operational efficiency, policy adherence, and alignment with the Municipal Administrator's directives
- Provides oversight, leadership, and supervision of the operations, programs, and initiatives of the Human Resources office, Sitka Public Library, Harrigan Centennial Hall, Parks and Recreation, Tourism, Information Technology, Public and Government Relations, Police Department, and Fire Department
- Oversees the work and performance of staff supervised by others who report directly to the Assistant Municipal Administrator
- Maintains final authority, subject to review by the Municipal Administrator, on all direct reports' personnel actions and disciplinary decisions
- Provides administrative oversight and direction for all projects and activities within the departments and programs assigned
- Collaborate with assigned department heads, directors, and managers by establishing personnel management, public safety, and intergovernmental relations policies, procedures, and budgets to ensure organizational effectiveness and service to the community
- Identifies, analyzes, and answers questions and resolve problems or conflicts within the department and between other departments, outside governmental agencies, contractors, and the public
- Monitors operating and capital budgets for assigned departments; evaluates financial performance, identifies variances and unforeseen expenditures, and advises the Municipal Administrator on budgetary trends and emerging resource needs
- Advises the Municipal Administrator and the Assembly regarding the status of assigned departments and programs' legal and operational obligations, ongoing activities, and accomplishments
- Develops and provides policy direction to assigned departments to ensure financial, technical or operational, and legal compliance
- Oversees the custody, control, and accountability of municipal property, public funds, and physical assets under the responsibility of the assigned departments, programs, and administrative services

to ensure their proper management, security, and compliance with applicable laws, regulations, and policies

- Responds to citizen inquiries and complaints working to resolve conflicts involving Municipal services or operations through appropriate engagement and follow-up
- Represents the Municipal Administrator in meetings, public functions, intergovernmental activities, and operational matters, as assigned
- Serves as Acting Municipal Administrator in the Municipal Administrator's absence
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organizational structure, functions, and operational policies and procedures of municipal government and the interrelationships among departments
- Principles, practices, and legal requirements of public sector human resources administration, including recruitment, selection, performance management, compensation and benefits, employee training, and discipline procedures within a public sector environment
- Public sector labor and employee relations, including collective bargaining processes, grievance and arbitration procedures, contract administration, and applicable employment law
- Municipal risk management principles and practices, including liability claims, workers' compensation, workplace safety programs, insurance administration, and loss prevention strategies
- Municipal budgeting and financial management, including revenue forecasting, expenditure tracking, and capital improvement planning
- Applicable federal, state, and local laws, codes, and regulations related to public administration, employment practices, labor relations, and risk management
- Legislative processes at the local and state levels, including public meeting requirements, ordinance development, and policy adoption

Skills:

- Operating a personal computer using standard software, such as Word, Excel, PowerPoint, Outlook, and other customized engineering and maintenance management software
- Researching current best policies, procedures, and practices related to public works and municipal engineering to prepare analysis and proposals
- Analyzing complex financial, administrative, and personnel data to develop initiatives, policies, and procedures recommendations
- Managing short- and long-term projects
- Communicating and dealing with a variety of people with various, and sometimes competing interests, calmly and professionally, and maintaining a positive working relationship
- Clear and effective communication, both oral and written, with the ability to tailor messaging to elected officials, staff, external stakeholders, and the public
- Resolving interpersonal, personnel, labor, and operational conflicts through negotiation, mediation, and consensus-building
- Developing and implementing internal policies, procedures, and programs that support compliance, accountability, and efficiency in HR and risk management functions.
- De-escalating potential or actual conflict
- Conducting public outreach and engagement
- Working with the media and maintaining public relations

- Presenting and public speaking, explaining complex and sometimes controversial topics to a wide audience
- Analyzing complex problems and developing innovative solutions
- Problem-solving to deal with a variety of community and staff needs and issues
- Multi-tasking with strong attention to detail
- Decision-making as a manager in a diverse operation
- Supervising a diverse team of professional, technical, and support staff

Ability to:

- Recognize, manage, and exercise sound judgment and discretion when handling confidential, sensitive, or politically complex issues
- Work effectively with elected officials, department heads, representatives of other agencies, employees, and the general public
- Communicate well with others, both orally and in writing, using both technical and non-technical language, professionally, and often in a politically sensitive environment
- Understand and follow oral and written policies, procedures, and instructions
- Prepare and present detailed, well-organized reports, recommendations, and presentations to the Municipal Administrator, Assembly, and other stakeholders
- Use logical and creative thought processes to develop solutions according to written specifications and oral instructions
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Interpret, apply, and explain complex laws, regulations, contracts, and policies to ensure municipal compliance and fairness
- Identify organizational problems and develop innovative and legally sound solutions in alignment with CBS goals and policies.
- Provide leadership and mentorship to a diverse group of department heads, directors, managers, and staff to foster a positive, welcoming, and safety-conscious workplace
- Quickly learn and put to use new skills and knowledge

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Business Administration, Human Resources Management, or a closely related field, Master's Degree, preferred; and
- Extensive progressively responsible experience in a senior management or administrative position, preferably within federal, state, or local government, and
- Demonstrated success leading interdepartmental teams, implementing organizational change, and navigating politically sensitive issues within a governmental structure; and
- Substantial experience in human resources administration, including employee relations, labor negotiations, personnel policy development, and organizational compliance; and
- Certification as a Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), or equivalent professional credential; or
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities

OTHER JOB REQUIREMENTS OR EXPECTATIONS

- Attendance at relevant committee and commission meetings, as well as Assembly meetings, which may occur after regular work hours
- Occasional travel outside of Sitka to attend meetings and conferences as a representative of the Municipality

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The work is performed primarily in a general office environment with standard lighting, temperature, and equipment. The position requires frequent use of computers and other office technology, as well as regular interaction with staff, elected officials, and the public.

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this position:

- Prolonged periods of sitting or standing at a desk or in meetings
- Extended use of a computer and other standard office equipment, requiring repetitive hand movement and fine coordination using a computer and keyboard on a daily basis
- Occasional walking, lifting (up to 50 pounds with or without the assistance of proper equipment), bending, and reaching as required during daily activities
- Sufficient clarity of speech and hearing to effectively communicate in person, by phone, electronically, and in group settings
- Sufficient vision to read and interpret a wide variety of documents, reports, and materials in both digital and hardcopy formats
- Sufficient manual dexterity to operate a computer keyboard, write notes, and handle documents
- Sufficient personal mobility to navigate between departments, attend meetings in a variety of municipal facilities and at various locations, and travel as necessary for official functions

JOB DESCRIPTION APPROVAL – CITY AND BOROUGH OF SITKA

This job description has been reviewed and approved.

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

HUMAN RESOURCES SIGNATURE: _____ DATE: _____

MUNICIPAL ADMINISTRATOR SIGNATURE: _____ DATE: _____

JOB DESCRIPTION EMPLOYEE ACKNOWLEDGEMENT – FOR HUMAN RESOURCES USE ONLY

I have read and understand this job description, which describes the primary purpose, duties, responsibilities, working conditions, and physical requirements of this position.

EMPLOYEE SIGNATURE: _____ DATE: _____