

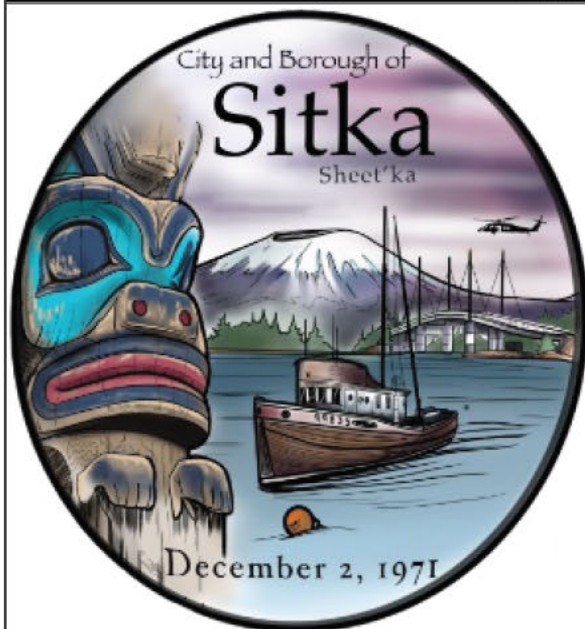
Municipal Administrator Applicant Interview

Gerri Cotter

August 21, 2026

6:10 p.m. via Zoom

EMPLOYMENT APPLICATION



SITKA, CITY AND BOROUGH OF (AK)

100 Lincoln St.
Sitka, Alaska 99835
907-747-1816
cityofsitka.org

Cotter, Geraldine L
202400079 MUNICIPAL ADMINISTRATOR

Received: 7/5/26 07:45 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience☐ Training☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

MUNICIPAL ADMINISTRATOR

EXAM ID#:

202400079

NAME: (Last, First, Middle)

Cotter, Geraldine L

SOCIAL SECURITY NUMBER:

N/A

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

☒ Yes ☐ No

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

What is your highest level of education?

Doctorate

PREFERENCES

MINIMUM COMPENSATION:

\$96.00 per hour; \$200,000.00 per year

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, On Call (as needed)

OBJECTIVE:

To obtain a challenging position that will leverage my leadership, strategy, local government, operations and policy skills.

EDUCATION

DATES:

From: 8/1993 To: 5/1997

SCHOOL NAME:

Loyola University Law School

LOCATION: (City, State/Province)

New Orleans, Louisiana

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Other

MAJOR:

Law

UNITS COMPLETED:

90- Semester

DATES:

From: 8/1988 To: 5/1992

SCHOOL NAME:

West Virginia University

LOCATION: (City, State/Province)

Morgantown, West Virginia

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

International Studies

UNITS COMPLETED:

120- Semester

WORK EXPERIENCE

DATES:

From: 7/2025 To: Present

EMPLOYER:

Perry Township

POSITION TITLE:

Township Administrator

COMPANY URL:

perrytwp.com

SUPERVISOR:

Lisa - Nelligan

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☒ No

HOURS PER WEEK: 40	SALARY: \$8,200.00/month	# OF EMPLOYEES SUPERVISED: 6
DUTIES: Township Administrator for an urban township serving nearly 30,000 residents and providing Police, Fire, Road, Park, Zoning, and Administrative services. Responsible for a \$19 million annual budget, 80 employees, and six direct reports. Lead township operations across Police, Fire, Roads, Zoning, Parks, and Administration, providing executive leadership for budgeting, policy development, personnel management, strategic planning, and organizational performance. Advance economic development initiatives by working with developers, businesses, regional agencies, and elected officials to attract investment, support commercial growth, negotiate development agreements and incentives, and strengthen the Township's long-term tax base. Strengthen transparency and public trust through livestreamed trustee meetings, timely post-meeting communications, expanded social media engagement, and proactive community outreach. Modernize government operations by leveraging technology to eliminate manual processes, streamline agenda management, and implement online credit card and ACH payment systems. Develop and update key administrative policies and procedures, including cybersecurity, parking enforcement, right-of-way openings, financial controls, and noise regulations. Secure grant funding to improve parks, facilities, infrastructure, and energy efficiency while maximizing available external funding opportunities. Support personnel management through recruitment, coaching, performance management, disciplinary processes, labor relations, and employee training and compliance. Foster continuous improvement through collaborative leadership, fiscal stewardship, strategic planning, operational efficiencies, and responsive customer service.		
REASON FOR LEAVING: Desire to relocate to an area with more natural beauty.		
DATES: From: 5/2011 To: 4/2025	EMPLOYER: Ohio Department of Job and Family Services	POSITION TITLE: Roles: Director of Policy/Strategy/Performance (Director's Office) and Project Manager (Workforce De
[REDACTED]		COMPANY URL: https://jfs.ohio.gov/
[REDACTED]	SUPERVISOR: Julie Wirt - Deputy Director Programs	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$12,100.00/month	# OF EMPLOYEES SUPERVISED: 8
DUTIES: Designed and led implementation of Ohio's \$120M CCMEP to promote equitable access to workforce services for underserved youth, integrating innovation and inclusive service design. Developed Ohio's first career coaching model using human-centered design; built and scaled a statewide training and technical assistance infrastructure. Secured and managed over \$2M in federal grants (HHS & DOL) for pilots and evaluations. Forged cross-agency partnerships (Education, Higher Ed, and Corrections) to align resources and improve service delivery. Directed strategic initiatives for ODJFS and the Governor's Office; represented the agency in interagency efforts (e.g., Employment First, Human Trafficking, Housing & Homelessness) and Led inclusive community engagement strategies to elevate marginalized voices and ensure equitable access to services across diverse populations.. Implemented LEAN and automation tools (AI, BI, PowerAutomate, Tableau) to increase accountability through transparent performance metrics and data-driven decision-making.		
REASON FOR LEAVING: Laid Off		
DATES: From: 5/2022 To: 11/2023	EMPLOYER: ICF	POSITION TITLE: Senior Workforce Consultant (On-Call)
[REDACTED]		COMPANY URL: https://www.icf.com/
[REDACTED]	SUPERVISOR: Courtney Barthle - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 10	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Provided subject matter expertise on TANF, WIOA, apprenticeship, and career coaching model for clients.		
REASON FOR LEAVING: No longer had time for second job.		
DATES: From: 1/2016 To: 12/2019	EMPLOYER: Westerville City Schools	POSITION TITLE: Board Member/President
[REDACTED]		COMPANY URL: https://www.westerville.k12.oh.us/
[REDACTED]	SUPERVISOR: Nicole Marshall - Treasurer	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20	SALARY: \$150.00/month	# OF EMPLOYEES SUPERVISED: 2

DUTIES: Governed 15,000-student district with \$100M+ budget and 2K+ staff. Championed academic excellence, capital investment, and arts preservation. Recruited treasurer and led strategic planning with the Superintendent to strengthen fiscal transparency, public trust, and long-range financial planning.		
REASON FOR LEAVING: Term ended.		
DATES: From: 1/2006 To: 12/2009	EMPLOYER: Genoa Township	POSITION TITLE: Trustee/Board President
[REDACTED]	SUPERVISOR: Paul Wise - Township Administrator	COMPANY URL: https://genoatwp.com/
HOURS PER WEEK: 20	SALARY: \$2,100.00/month	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
# OF EMPLOYEES SUPERVISED: 1		
DUTIES: Led governance for growing 22,000-resident township with \$13M budget. Strengthened community partnerships; launched township business and HOA networks. Directed resident-driven community development and strategic planning project through Otterbein University Communications Department partnership.		
REASON FOR LEAVING: Term ended.		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: LANGUAGE(S): French - ☐ Speak ☐ Read ☐ Write Spanish - ☐ Speak ☐ Read ☐ Write

ADDITIONAL INFORMATION
Nothing Entered For This Section

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Agency-Wide Questions**1. Where did you first hear about this opportunity?**

Governmentjobs.com

2. Are you a U.S. Citizen or otherwise eligible for employment in the U.S.?

Yes

3. Have you ever been employed at CBS?

No

4. If you answered "yes" to the previous question, please list the position and dates of employment. If no, please type NA.

N/A

5. Do you have any relatives working at CBS?

No

6. Have you ever been convicted of a felony?

No

7. Have you been convicted of a misdemeanor within the last five years?

No

8. Do you have any criminal charges pending against you?

No

9. If you answered "yes" to the previous question, please list the charges. If no, please type NA.

N/A

10. Are you 18 years old or older?

Yes