

Discussion / Direction
on the recruitment process for
Municipal Administrator





Memo

City & Borough of Sitka - Human Resources

Date: Wednesday, December 07, 2016

To: Mark Gorman, Municipal Administrator, Mayor and Assembly of the City and Borough of Sitka

From: Mark Danielson, Human Resources Director

Mark D.

RE: Administrator hire process and proposed schedule - Mr. Gorman resignation effective June 15, 2017

<p>1. Advertise - All ads placed by 01/02/17 through 02/15/17 - Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. - HR.</p>	<p>January 2, 2017 through February 15, 2107</p>
<p>2. Receive Applications through 02/15/17- HR</p> <p>a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city. - HR</p>	<p>February 15, 2017</p>
<p>3. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly</p> <p>a. Process for candidate review (Full Assembly or Committee?)</p> <p>b. Request writing samples from finalists. – HR</p> <p>c. Interview Questions – Samples to Assembly from HR</p> <p>d. Target date for start of interviews</p> <p>e. Process of selecting questions and general interview process to be determined. (Brief Work Session?)</p> <p>f. Skype interviews? 03/01 – 03/15, 2017 - Assembly</p> <p>g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR</p> <p>h. Reference checks – report on reference checks. Notify applicants not selected for interviews. - HR</p>	<p>Mid Feb to Feb 28, 2017</p>
<p>4. Skype interviews? – Assembly 03/01 – 03/15/2017</p>	<p>March 1 – Mid March, 2017</p>
<p>5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly</p>	<p>Mid-April through April 30, 2017</p>
<p>6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 HR/Assembly</p>	<p>June 7-15, 2017</p>



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

November 15, 2016

Dear Mayor Hunter and Members of the Assembly,

As indicated in an earlier correspondence, I intend to step down as your administrator after the completion of the 2017 budget development. To this end, I propose that my last day of service be June 15, 2017. If recruitment for my replacement has not been completed by that time and the Assembly desires me to remain for a period of time, I will be open to those discussions.

I have requested that Human Resources Director, Mark Danielson present you with a timeline and strategies for the administrator recruitment at the November 22, 2016 Assembly meeting.

It has been a privilege to work with the Assembly and to serve our community. I look forward to continuing these relationships in the months ahead.

Sincerely,

Mark Gorman
Municipal Administrator

cc: Mark Danielson, Human Resources Director
Brian Hanson, Municipal Attorney

AML Salary Survey – 12 Largest Cities in Alaska – FY 2017

Annual Salary	City	Title	POP.
\$ 132,953.00	Municipality of Anchorage	Municipal Manager	300,549
\$ 184,433.00	Mat-Su Borough	Borough Manager	98,063
\$ 112,403.00	Fairbanks Borough	Chief of Staff	97,972
\$ 165,006.00	City and Borough of Juneau	City Manager	33,026
\$ 110,344.00	City of Fairbanks	Chief of Staff	31,721
\$ 144,206.00	Ketchikan Gateway Borough	Manager	13,825
\$ 130,000.00	Kodiak Island Borough	Borough Manager	13,797
\$ 125,000.00	City and Borough of Sitka	Administrator	9,061
\$ 165,672.00	City of Kenai	City Manager	7,167
\$ 143,332.00	City of Kodiak	City Manager	6,329
\$ 130,000.00	City of Bethel	City Manager	6,241
\$ 123,510.00	City of Palmer	City Manager	6,053
\$ 138,904.00	Average Salary	\$66.78/hr	
\$ 147,388.00	Mid-Point	\$70.85/hr	
\$ 123,912.90	Average throwing out the high and low	\$59.57/hr	
\$ 139,037.00	Mid-Point throwing out the high and low	\$66.84/hr	

Manager or Administrator

All employees are full time. This is an appointed position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Wk	Lowest Wage	Average Wage	Highest Wage	Note:
Municipality of Anchorage	300,549	Municipal Manager	More	1	Non	40	\$0.00	\$63.92	\$0.00	
Matanuska-Susitna Borough	98,063	Borough Manager	Same	1	Non	40	\$0.00	\$88.67	\$0.00	
Fairbanks North Star Borough	97,972	Chief of Staff	Same	1	Non	40	\$0.00	\$54.04	\$0.00	
City & Borough of Juneau	33,026	City Manager	More	1	Non	40	\$0.00	\$79.33	\$0.00	Determined by the Assembly
City of Fairbanks	31,721	Chief of Staff	Same	1	Non	40	\$0.00	\$53.05	\$0.00	
Ketchikan Gateway Borough	13,825	Manager	Same	1	Non	40	\$0.00	\$69.33	\$0.00	
Kodiak Island Borough	13,797	Borough Manager	More	1	Non	40	\$0.00	\$62.50	\$0.00	
City & Borough of Sitka	9,061	Administrator	Same	1	Non	40	\$0.00	\$60.10	\$0.00	
City of Kenai	7,167	City Manager	More	1	Non	40	\$0.00	\$79.65	\$0.00	Contract/Appointed
City of Kodiak	6,329	City Manager	Same	1	Non	40	\$0.00	\$68.91	\$0.00	Contract & employee
City of Bethel	6,241	City Manager	Same	1	Non	40-OT Ex.	\$0.00	\$62.50	\$0.00	
City of Palmer	6,053	City Manager	Same	1	Non	40	\$0.00	\$59.38	\$0.00	
City of Unalaska	4,689	City Manager	Same	1	Non	40	\$0.00	\$76.68	\$0.00	
City of Soldotna	4,311	Manager	Same	1	Non		\$0.00	\$0.00	\$0.00	\$139,390.00 per year
City of Valdez	4,032	Manager	More	1	Non	40	\$0.00	\$62.50	\$0.00	Exempt-appointed
City of Nome	3,721	City Manager	Same	1	Non	37.5	\$0.00	\$48.35	\$0.00	
Petersburg Borough	3,209	Borough Manager	Same	1	Non	40	\$0.00	\$55.93	\$0.00	
City of Kotzebue	3,153	City Manager	Same	1	Non	40	\$0.00	\$72.11	\$0.00	
Haines Borough	2,537	Borough Manager	Same	1	Non	40	\$0.00	\$46.57	\$0.00	
City of Dillingham	2,431	City Manager	Same	1	Non	40	\$0.00	\$129.63	\$0.00	
City & Borough of Wrangell	2,406	Borough Manager	Same	1	Non	40	\$0.00	\$53.41	\$0.00	