

Discussion / Direction / Decision on the
recruitment process for a Municipal Administrator.
(Assembly action may be taken)

Manager or Administrator

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

Municipality	Population	Specific Job Title	Job Match	# of Employees	Lowest (Wage Scale/Range)	Highest (Wage Scale/Range)	Union/ Non-Union	# of Work Week Hours
City of Nikolai	91	City Administrator	Yes	1	\$20.00	\$20.00	Non-Union	20
City of Aleknagik	238	City Administrator		1				40
City of Seldovia	261	City Manager	Same	1	\$85,000.00/Annually	\$90,189.00/Annually	Non-Union	40
City of Whittier	272	City Manager	Same	1	Contract		Non-Union	
Lower Kalskag	291	Administrator		1	\$15.00	\$20.00		20
City of Huslia	306	City Administrator	Yes	1		\$28.00	Non-Union	35
City of False Pass	395	City Administrator		1	Determined by Council	Determined by Council		40
City of Kiana	421	City Administrator	Same	1	\$35.00	\$35.00	Non-Union	20
City of Marshall	437	City Administrator		1	\$25.00	\$25.75	Non-Union	40
City of Aniak	460	City Manager		1	\$25.00	\$40.00	Non-Union	30
City of Gustavus	655	City Administrator	Same	1	\$75,000.00/Annually	\$105,000.00/Annually		40
City of Quinhagak	779	Administrator		1	\$25.00	\$38.95		30
City of Chevak	951	Administrator		1	\$17.00	\$18.00		36
City of Craig	1,095	City Administrator	Same	1	Contracted		Non-Union	40
Municipality of Skagway	1,188	Borough Manager	More	1	Contract	Contract	Non-Union	40+
Lake and Peninsula Borough	1,427	Borough Manager		1	\$96,000.00/Annually	\$146,000.00/Annually	Non-Union	40
Denali Borough	1,619	Mayor	Same	1	\$100,050.00/Annually	\$108,214.00/Annually	Non-Union	32 to 40
City of Dillingham	2,382	City Manager	Same	1	\$149,500.00/Annually	\$149,500.00/Annually	Non-Union	40
Haines Borough	2,547	Manager		1	\$62.50		Non-Union	40
City of Cordova	2,566	City Manager		1	Contract		Non-Union	40
City of Seward	2,773	City Manager	Same	1	Contract		Non-Union	40
Aleutians East Borough	2,959	Administrator	Same	1	\$130,000.00/Annually			40
Petersburg Borough	3,357	Manager	Same	1	\$127,043.00/Annually	\$134,665.58/Annually	Non-Union	40
City of Valdez	3,852	City Manager	More	1	Negotiated		Non-Union	40+
City of Unalaska	4,113	City Manager	Same	1	\$185,000.00/Annually	No Max. In Place	Non-Union	40+
City of Soldotna	4,444	Manager		1		\$167,475.00/Annually		40
City of Kodiak	5,581	City Manager	Same				Contract	40
City of Bethel	6,586	City Manager	Same	1	\$116,665.00/Annually	\$181,957.00/Annually	Non-Union	Min. 40
City of Kenai	7,653	City Manager	Same	1	Negotiated		Non-Union	Exempt
City & Borough of Sitka	8,387	Administrator		1	\$65.76 / 42A	\$78.17 / 42H	Non-Union	40
City of Wasilla	9,800	Deputy Administrator	Same	1	\$132,926.00/Annually	\$176,833.00/Annually	Non-Union	40
Kodiak Island Borough	12,787	Borough Manager	Same	1	Per Contract	Per Contract	Non-Union	40+
Ketchikan Gateway Borough	13,948	Borough Manager		1	\$187,352.28/Annually			
City & Borough of Juneau	31,973	City Manager	Same	1	\$210,017.60/Annually		Non-Union	40

Manager or Administrator (Continued)

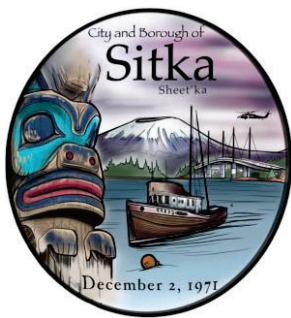
All employees are full-time. This is an appointed position.

Municipality	Population	Specific Job Title	Job Match	# of Employees	Lowest (Wage Scale/Range)	Highest (Wage Scale/Range)	Union/ Non-Union	# of Work Week Hours
City of Fairbanks	32,515	Chief of Staff	Same	1	\$48.00	\$61.00	Non-Union	40
Fairbanks North Star Borough	95,356	Chief of Staff	Same	1	\$40.39	\$61.11	Non-Union	40
Matanuska-Susitna Borough	111,752	Borough Manager	Same	1	\$8,528.75	Contract	Non-Union	40 - Salary
Municipality of Anchorage	291,247	Municipal Manager	Same	1	\$114,173.51/Annually	\$212,591.04/Annually	Non-Union	40

Mayor

This is an elected position. Most mayors are part-time.

Municipality	Population	Specific Job Title	Job Match	# of Employees	Lowest (Wage Scale/Range)	Highest (Wage Scale/Range)	Union/ Non-Union	# of Work Week Hours
City of Chignik	80	Mayor	Same	1	\$0.00	\$500.00	Non-Union	Varies
City of Kasaan	81	Mayor	Same	1	\$750 Stipend			5 hrs./wk
City of Pelican	82	Mayor	Yes	1				
City of Nikolai	91	Mayor	Yes	1	\$125.00 Per Mtg.	\$125.00 Per Mtg.	Non-Union	Meetings
City of Wales	165	Mayor	Same	1	\$500.00 Mayor Salary	\$150 Per Meeting, \$120 Per Special Meeting	Non-Union	
City of Ruby	168	Mayor	Yes	1	\$200.00 Per Month		Non-Union	4
City of Seldovia	261	Mayor	Same	1	\$0.00	\$0.00	Non-Union	N/A
City of Whittier	272	Mayor	Same	1			Non-Union	Elected - Volunteer
Lower Kalskag	291	Mayor		1	\$20.00	\$25.00		6
City of Russian Mission	340	Mayor	Same	8				
City of False Pass	395	Mayor		1	\$1000.00/Monthly			
City of Marshall	437	Mayor		1	\$100.00 Stipend	\$200.00 Stipend	Non-Union	1-2 hrs./month
City of Kivalina	442	Mayor		1	\$150.00 Per Meeting	\$200.00 Per Meeting		2
City of Aniak	460	Mayor		1	\$50.00	\$100.00	Non-Union	Monthly Meetings
City of Quinhagak	779	Mayor		1	\$25.00	\$25.00		On Call
City of Chevak	951	Mayor		1	\$150.00/\$200.00 Per Meeting	\$1000.00 Monthly Stipend		
City of Craig	1,095	Mayor		1	\$11,120.00/Annually		Non-Union	
Municipality of Skagway	1,188	Mayor	Same	1		\$1,000.00		Meetings



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

JOB DESCRIPTION

GENERAL INFORMATION		
JOB TITLE	PAY GRADE	DEPARTMENT
Municipal Administrator	Contract	Administration
CLASS CODE NUMBER	EFFECTIVE DATE	REPLACES JOB DESCRIPTION DATED
1100	May 17, 2024	September 2010
FLSA DESIGNATION, SELECT ONE		IF UNION-REPRESENTED, SELECT ONE
☒ EXEMPT ☐ NONEXEMPT		☐ ASEA ☐ PSEA ☐ IBEW ☐ IAFF

PRIMARY PURPOSE OF JOB
The Municipal Administrator is the chief administrative and executive officer of the City and Borough of Sitka ("CBS"). As Municipal Administrator, this position plans, organizes, and manages the operations and activities of municipal government. The Municipal Administrator is hired by and serves at the will of the Assembly. The work is performed independently with substantial independent judgment and discretion subject to the Assembly's general direction and the law. The Municipal Administrator directly supervises all CBS Department Heads and is ultimately responsible for all municipal government personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Oversees all department operations and CBS activities ensuring their adherence to federal, state and local law as well as Assembly direction, CBS policies and procedures, and collective bargaining agreements - Appoints and removes or reassigns department heads subject to approval of the Assembly - Directs, manages, and evaluates the work of all department heads to ensure each performs consistently with Assembly direction, federal, state, and local laws, and CBS policies and procedures in a professional, efficient, and effective manner - Monitors the implemented budget and reports to the Assembly on a regular basis the status of the budget, the municipality's financial condition, and unplanned operational expenses and needs - Interprets and communicates decisions made by the Assembly to staff and the public - Plans and directs administrative actions to implement the decisions of the Assembly - Prepares and submits annually a proposed operating budget and capital improvement plan for the next fiscal year to the Assembly for their approval - Makes decisions on resource allocation among different functions within the municipality - Organizes and coordinates different operations and activities with competing interests - Executes legally binding contracts on behalf of CBS - Ensures proper custody of municipal property, funds, and assets

- Oversees the construction, maintenance, and operation of Municipal Public Works
- Respond to citizen inquiries, listen to complaints, and resolve conflicts involving CBS operations
- Represents CBS in matters involving state and federal agencies or legislative bodies, and before an adjudicatory body in a legal matter
- Working with Department Heads and other staff, performs short and long-range planning for all municipal government functions and activities
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices in municipal and government management
- Municipal budgeting practices and procedures
- Organizational structure and function of local government
- Legislative processes in local and state government

Skills in:

- Effective communication, both orally and in writing
- Analyzing, interpreting, and compiling financial data and budgets
- Time management and the organization of multiple responsibilities, assignments, and developments
- Public presentation and delivery of information on a variety of issues, in front of a friendly, and sometimes not so friendly, audience

Ability to:

- Communicate well with others using both technical and non-technical language in a courteous and professional manner
- Prepare and present accurate and reliable reports containing findings and recommendations
- 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
- Quickly learn and put to use new skills and knowledge as needed

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Business Administration, or a closely related field, and
- Extensive experience in a senior management or administrative position, preferably in the public sector at a local government level, or
- Any equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities

OTHER JOB REQUIREMENTS OR EXPECTATIONS

- Maintain membership with the International City/County Management Association (ICMA)
- Maintain membership with the Alaska Municipal Management Association (AMMA)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working Conditions:

- General office environment

Specific Physical Requirements:

- Sitting or standing for long periods of time
- Working in front of computer screen for long periods of time
- Some walking, lifting, bending, and reaching during the work day

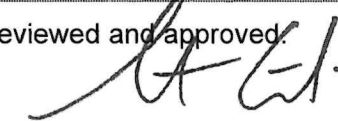
General Physical Requirements:

- Sufficient clarity of speech and hearing which permits the employee to communicate effectively
- Sufficient vision which permits the employee to review a wide variety of written correspondence, reports, and related material in both electronic and hardcopy form
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations
- Sufficient personal mobility which permits the employee to visit various and other work stations and attend a wide variant of meetings within CBS and out of area

JOB DESCRIPTION APPROVAL – CITY AND BOROUGH OF SITKA

This job description has been reviewed and approved:

DEPARTMENT HEAD SIGNATURE: _____



HUMAN RESOURCES SIGNATURE: _____

Denise Salter

Digitally signed by Denise
Salter
Date: 2024.05.17 14:08:25
-08'00'

MUNICIPAL ADMINISTRATOR SIGNATURE: _____

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: _____