

POSSIBLE MOTION

I MOVE TO approve the promotion of
Melissa Haley from Controller to Finance Director.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: John Leach, Municipal Administrator

Date: August 19, 2020

Subject: Finance Director

Background

The staff position of Finance Director will soon be vacant due to the current CFAO's pending retirement and his transition to establish a new Fiscal Compliance Officer position for the City.

Melissa Haley was hired as the Controller approximately three years ago and has been assuming more duties of the Finance Director position as an opportunity to grow within our organization.

Analysis

Over the past six months, I have interacted very frequently with Melissa regarding budget and financial matters for the City and have leveraged her vast experience with nonprofit financial management in the effective administration of current CARES funding. I have found her to be extremely knowledgeable, very professional, and thoroughly on top of the matters before her department.

I have reviewed Melissa's education and work history which are attached, and I am certain that she will make an excellent Finance Director. Besides her educational background from some prestigious universities, she has over 13 years of experience in the private sector, to include a Finance Director role, prior to her recent tenure with the City.

Fiscal Note

The Finance Director position is funded in the FY21 budget at a Range 41 Step H. I have offered Melissa the position at the currently funded amount due to her experience and current assumption of many of the Finance Director duties.

Recommendation

Promote Melissa Haley from Controller to Finance Director effective September 1st, 2020.