

# Memo

**To:** City and Borough of Sitka Assembly  
**From:** Jay Sweeney, Interim Municipal Administrator  
**Date:** July 2, 2013  
**Re:** Proposal For Temporary Deputy Administrator To Assist in New Administrator Transition

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Mayor McConnell and Assembly Members,

As the recruitment process of a new Administrator is drawing to a close, I want to thank you for the opportunity you have provided me to serve in an interim role. I have found the role both satisfying and professionally challenging, and I believe the knowledge and experience I have gained over the last several months will help me to continue to serve Sitka well into the future.

As we discussed at the previous Assembly visioning session, one a new Administrator has been hired, I am willing and interested in serving in a temporary role as Deputy Administrator during the transition period, as opposed to reverting immediately back to my prior position of Finance Director. I believe that I can be of maximum benefit to the Municipality during the upcoming transition period by assisting the new Administrator with management of day-to-day business, liaison assistance, and advice as is appropriate.

My proposal for assisting in this fashion would consist of the following points:

- My assumption of the Deputy Administrator role would be at the solely discretion of the new Administrator;
- My commitment would be for 90 days, after which the new Administrator could choose to make the role permanent if desired.
- My duties would continue to include executive-level financial responsibilities, such as financial reporting, institutional investing, and financial analysis;
- The role would be at the same grade and salary I would earn if I reverted back to being Finance Director; i.e., the role would not add any additional salary expense to the Municipality;
- The new Administrator could end the role early at any time, if he or she chooses;
- If the role were to be ended, I would revert back to my old position as Finance Director; and,
- While I serve in such a Deputy Administrator role, Mr. Middleton would continue to serve as Acting Finance Director.

My thought is that by approving this proposal in concept, the Assembly will be in a position to advise the next Administrator during the interview process of the availability of a dedicated Deputy for the first couple of months of his or her tenure. This may be an important intangible benefit a new Administrator may desire, providing her/him with a level of comfort in accepting the position, if offered.

Thank you for your consideration of this proposal.