

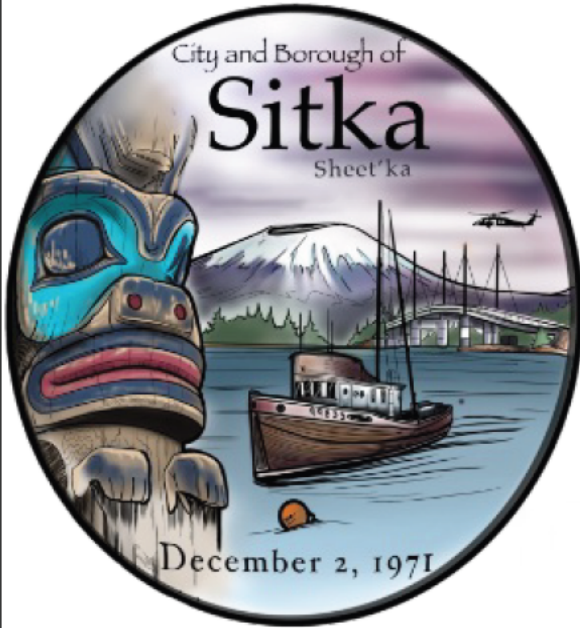
Municipal Administrator Applicant Interview

Matthew "Zeke" Jackson

April 9, 2026

6:15 p.m. via Zoom
(time is approximate)

EMPLOYMENT APPLICATION



SITKA, CITY AND BOROUGH OF (AK)
 100 Lincoln St.
 Sitka, Alaska 99835
 907-747-1816
cityofsitka.org
jackson, matthew z
202400079 MUNICIPAL ADMINISTRATOR

Received: 12/3/25 08:27 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: MUNICIPAL ADMINISTRATOR	EXAM ID#: 202400079
NAME: (Last, First, Middle) jackson, matthew z	SOCIAL SECURITY NUMBER: N/A
[REDACTED]	[REDACTED]
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Master's Degree	

PREFERENCES

ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)

EDUCATION

DATES: From: 12/2011 To: 5/2015	SCHOOL NAME: Wayland Baptist University	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
LOCATION:(City, State/Province) Plainview, Texas	MAJOR: Masters in Public Administration		
DATES: From: 8/2001 To: 7/2007	SCHOOL NAME: East Carolina University	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
LOCATION:(City, State/Province) Greenville, North Carolina	MAJOR: Political Science/Psychology/Chemistry Concentration		
DATES: From: 4/2000 To: 7/2001	SCHOOL NAME: Wayne Community College	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
LOCATION:(City, State/Province) Goldsboro, North Carolina	MAJOR: College Transfer		
DATES: From: 8/1996 To: 6/2000	SCHOOL NAME: Charles B Aycock High	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma
LOCATION:(City, State/Province) Pikeville, North Carolina			

WORK EXPERIENCE		
DATES: From: 11/2017 To: Present	EMPLOYER: Village of Waterford, WI	POSITION TITLE: Village Administrator
		COMPANY URL: www.waterfordwi.org
	SUPERVISOR: Don Houston - President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$11,583.00/month	# OF EMPLOYEES SUPERVISED: 49
DUTIES: Responsible for oversight and administration of Police, Fire, EMS, Planning/Zoning, Parks & Rec, Municipal Docks, Finance, Budgeting, Elections, Economic Development, Tourism, Water and Sewer Utilities, Streets, Snow Plowing, Stormwater Utility, Personnel, Solid Waste and Recycling. Completed \$73 million in Development Projects. Reconstruction of WIS 20/83 project = \$30 million Completion of 10 Club Park = \$7 million		
REASON FOR LEAVING: Change in Village President.		
DATES: From: 1/2020 To: Present	EMPLOYER: Wisconsin Bee Company	POSITION TITLE: Beekeeper
		COMPANY URL: www.wisconsinbeecompany.com
	SUPERVISOR: Self - Beekeeper	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 10	SALARY: \$3,000.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Manage 80 hives throughout year. Create products with beeswax, honey and propolis. Responsible for finance, product development, manufacturing, supply chain management, retail, marketing and wholesale operations. 2024 sales \$178,000 Business was established to grow into B2B enterprise and we are now in 51 stores with our products.		
REASON FOR LEAVING: Personal business; still own and operate as partnership		
DATES: From: 10/2013 To: 11/2017	EMPLOYER: Village of Sister Bay	POSITION TITLE: Village Administrator
		COMPANY URL: www.sisterbaywi.gov
SUPERVISOR: Dave Lienau - President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$7,375.00/month	# OF EMPLOYEES SUPERVISED: 25
DUTIES: . Serve as CAO and Public Policy Analyst to Elected Board of Trustees as well as primary liaison/ex-officio member of 19 Committees and Commissions. 2. Responsible for \$6.5 Million Budget, with \$18 Million in debt service, and TIF management. 3. Serve as Zoning Administrator, Code Enforcement Officer, and Director of Human Resources. 4. Oversee department activities in: Planning and Zoning, Economic Development, Parks, Streets, Elections, Water, Wastewater, Storm Sewer, Sports Complex, Ice Rink, and Marina Operations; supervise department heads thereof, with 28 full time and seasonal employees. 5. Facilitate comprehensive community engagement and visioning process to develop and implement a Downtown Redevelopment Plan (implementation 80% complete) 5. Completed \$2.2 Million Water and Sewer Utilities upgrade 6. Cultivated relationships with private donors that provided \$485k in funding to a Performing Arts Pavilion Project; work with Architects, Engineers and Contractors to complete a \$650k Performance Pavilion. 8. Worked with Engineers, DNR, County SWCD and Contractors to design and construct a \$1.8 Million, 600', engineered sand beach on the Great Lakes (Green Bay); received \$511,285 in grant funding for the project, completing unification of a \$12 Million waterfront park project. Worked to save \$30,000 in Beach project cost by developing a plan to use spoils of excavation for a sledding hill at the Village sports complex. 9. Completed an overhead utilities burial project; working with WISDOT, WPS, Charter, Insight, and Frontier, in order to facilitate recruitment of hotel/retail developments into the downtown/waterfront area, project cost \$1.3 Million. 10. Worked with WISDOT on the \$8.5 million STH 42 reconstruction project, and resolved multiple design issues including street lighting, 6f conversion, pedestrian travel, multimodal transit planning, and parking development upgrades to 6' sidewalks, enhanced storm sewer system, and bike lane installed over 1 mile project 11. Facilitated recruitment of \$15.5 Million in residential and commercial development; 100 percent of public sites scheduled for development. Over \$1 million of Village real estate sold or under contract for development. 12. Worked with public focus groups and consultants to develop a way finding master plan and signage system throughout the Village. 13. Evaluated Village road maintenance needs and developed maintenance schedule. 14. Insourced key functions from contractors resulting in \$38,000 in first year savings. 15. Developed and implemented a comprehensive Wage and Benefit plan, saving thousands on legacy costs. 16. Served as Liaison to the Door County Economic Development Corporation, Door County Tourism Zone Commission, Door County Hazard Mitigation Planning. 17. Worked with the Sister Bay Advancement Association to facilitate growth of the existing businesses in Sister Bay, as well as to recruit new ones. Worked to develop, fund and promote new festivals and events in Sister Bay. Worked to enhance existing festivals and events, including Fall Fest, which draws 80,000 visitors annually by developing and implementing performance measurement initiatives to track economic impact; received a \$25,500 Department of Tourism grant to promote the opening of the Village's Waterfront. 18. Worked with attorneys to successfully defend 6 lawsuits ranging from contract law to zoning issues. 19. Manage contracted police, sanitation, recycling and building inspection programs. 20. Redesigned Village Website. 21. Facilitated \$27.15 million in private development starts. 22. Engaged in advanced refunding of municipal bonds, saving \$140,000 in interest payments. 23. Bought and sold over \$3 million in vacant real estate to facilitate development.		

REASON FOR LEAVING: Looking for new professional opportunities after completing major redevelopment projects		
DATES: From: 6/2002 To: 7/2015	EMPLOYER: Federal Fireworks LLC	POSITION TITLE: President
[REDACTED]		
SUPERVISOR: Self - President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 20	SALARY: \$1,500.00/month	# OF EMPLOYEES SUPERVISED: 15
DUTIES: Manage all aspects of a seasonal retail operation over the 4th of July Holiday for 5 locations. Contact NC Department of Revenue and obtain NC sales and use license. Contact municipal business license offices to obtain applicable licenses. Communicate with municipal planning and zoning departments for information on potential locations. Communicate with municipal fire departments to obtain inspection and operation permits. Solicit bids for insurance coverage; purchase adequate coverage based on industry risk assessment and state and local requirements. Work with real estate community to locate and lease suitable properties for retail sites. Solicit contract for 40x60 pole tents and negotiate terms of contract. Solicit contract for 8x20 shipping containers for temporary storage of materials and negotiate terms of contract. Solicit contract for portable toilet service for customers and contractors and negotiate terms. Solicit contract for waste disposal and negotiate terms. Source merchandise and negotiate contract terms for delivery of goods from multiple vendors. Develop internal merchandising plan and purchase any necessary POS materials to implement that plan. Recruit, hire, train, and supervise 15 FTE sales and management contractors for the operation of retail locations. Communicate with local police departments to ensure coverage during evening of the 4th. Check accounting of contractors at conclusion of each day's business and make appropriate bank deposits. Maintain vigilant check over daily weather forecasts to minimize risk of loss or injury; make decisions to close as appropriate. Provide for final accounting of supplies, merchandise and, contracted items at end of season. Dispense payment to contractors and performance bonuses. Pay applicable local, state and federal taxes.		
REASON FOR LEAVING: Company sold after 10 successful years.		
DATES: From: 1/2013 To: 10/2013	EMPLOYER: Town of Exmore	POSITION TITLE: Town Administrator
[REDACTED]		
SUPERVISOR: Doug Greer - Mayor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 60	SALARY: \$5,416.00/month	# OF EMPLOYEES SUPERVISED: 15
DUTIES: Duties: 1. Serve as Representative to Northampton Public Service Authority. 2. Serve as liaison to members of General Assembly, The Office of the Governor and members of Congress. 3. Serve as CEO, Planning and Zoning Administrator, Economic Development Director and CFO of the Town Government. 4. Act as head of human resources, with authority to hire, discipline, schedule and dismiss. 5. Oversee Public Works, Police, Administration, Sanitation, Wastewater and Water Departments, supervising a total of 17 staff. 6. Work with auditor and accountant to correct substantial accounting deficits, and to obtain 3 years of back audits of financials. 7. Oversee major drainage engineering project. 8. Develop and implement biological wastewater plant upgrade in order to comply with health department mandated consent order. 9. Develop and implement the permitting and installation of 2 new drinking water wells for municipal water system. 10. Administer the update of 10 years of mismanaged town records, working to locate lost ordinances, resolutions, tax records, financial records, and other necessary documents. 11. Develop and implement staff development program. 12. Develop and implement performance measurement instruments in administration and public works departments. 13. Develop Town's website, and email communication system. 14. Develop citizen input surveys, analyze data, and provide reports to the Town Council. 15. Coordinate the segregation of the town's general and enterprise funds. 16. Develop the Town's first accurate operational budget in 10 years, with \$1.8 million in revenues excluding grants. 17. Establish dual financial controls and other accounting compliance procedures; including centralized budgeting and purchasing. 18. Develop the first inventory of town assets in 10 years, and generate plans for new acquisitions, use, and surplus of Town assets. 19. Develop the first capital improvement plan in the town's history. 20. Manage the Town's financial investments. 21. Resolve significant issues with sub ledger software related to business licensing, utility and tax billing, resulting in \$140,000 of annual efficiencies, plus captured revenues. 22. Develop and implement a tax compliance plan, raising tax compliance from 81% to 95% on real property, from 30% to 95% in personal property and auto decal tax. 23. Develop a working relationship between the business community and local government; facilitated business relocation, growth and start-up. 24. Supervise a \$40,000 startup fund for business recruitment.		
REASON FOR LEAVING: Will disclose on interview; incredibly complex dynamics		
DATES: From: 8/2010 To: 4/2013	EMPLOYER: Wayne County Public Schools	POSITION TITLE: Science Teacher/Swim Coach
[REDACTED]		
SUPERVISOR: Beth Hagwood - Department Chair	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$3,300.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Generation and presentation of lessons, including labs; using instruction to ensure positive learning outcomes; courses taught include honors Physics, Physical Science as well as, Earth and Environmental Science. Maintain and facilitate communication between students, parents and other scholastic publics in assigned area. Mentor students to facilitate completion of degree and other pastoral services as required. Serve on the School's Media and Technology Committee. Attend department meetings and give input on progress as requested. Attend county level meetings to establish county pacing guides. Head Coach of Mens Swimming, 2010 NC state champions in diving, 2011 East Carolina Conference champions, 2011 East Carolina Conference Coach of the year. 2011 Sponsor of Science Club.		
REASON FOR LEAVING: Accepted Town Manager position in Exmore, VA		
DATES: From: 8/2011 To: 1/2013	EMPLOYER: Town of Fremont	POSITION TITLE: Assistant Administrator

[REDACTED]		
SUPERVISOR: Kerry McDuffie - Town Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 30	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 12
DUTIES: 1. Attend Board of Aldermen and Planning Board meetings; develop agenda items, deliver presentations, and offer input on pertinent issues. 2. Work with Town Administrator and Public Works Director to develop performance measurement instruments for use in employee evaluation process. 3. Seek outside funding sources and grant opportunities for the Town, and on behalf of existing businesses. 4. Work with Town Administrator and Department of Finance staff to develop the Town's \$3.5 million budget. 5. Oversee Youth Council initiative. 6. Work with local businesses, community organizations, the NC Rural Center, the NC Department of Commerce as well as other interested parties to develop the Town's highway and downtown business districts. 7. Maintain the Town's Website. 8. Develop job code metrics to standardize work practices. 9. Write job descriptions and functions for staff recruitment. 10. Work with citizens and staff to plan and promote National Night Out and Daffodil Festival events. 11. Act as staff liaison to Town's Planning Board. 12. Work with Town Administrator and Public Works Director to develop water and sewer replacement plans as well as sewage treatment plans. 13. Work with Town Administrator to develop staff training and retention policies and plans. 14. Work to acquire grant funds from multiple sources to create a Town signage program. 15. Address policy issues by proposing, writing and, updating ordinances. 16. Act as lead negotiator between Town and two utility corporations on utility pole lease rates. 17. Serve as Acting Administrator in Town Administrator's absence. 18. Coordinate with other appropriate governmental entities to collaborate on Town projects. 19. Develop efficiencies through use of updated technology and best management practices. 20. Collaborate with Chief of Police and Public Works Director to develop policy goals.		
REASON FOR LEAVING: Took Full time Administrator's Position		
DATES: From: 12/2007 To: 8/2010	EMPLOYER: Martin County Schools	POSITION TITLE: Science/Social Studies Teacher
[REDACTED]		
SUPERVISOR: Hal Davis - Building Principal	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$3,300.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Generation and presentation of lessons, including labs. Maintain and facilitate communication between students, parents and other scholastic publics in assigned area. Perform administration duties related to homerooms at school and other pastoral duties as required. Responsible for 7th grade social studies, 8th grade NC History, Physical Science as well as 7th and 8th grade science. Team sponsor and mentor for school's Envirothon team. Staff advisor for student government, science club and, teens against tobacco use organization. Serve as legislative liaison, and later president, of local NCAE Chapter. Duties in this capacity included conflict resolution and mediation, policy advocacy, budget analysis and implementation, fundraising, and community organizing around pertinent issues.		
REASON FOR LEAVING: School Closed by County Board of Education/Aging Buildings.		
DATES: From: 11/2008 To: 8/2010	EMPLOYER: Pitt County Government	POSITION TITLE: Elected Soil and Water Conservation Supervisor
[REDACTED]		
SUPERVISOR: Citizens of Pitt County - Voters	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 10	SALARY: \$55.00/month	# OF EMPLOYEES SUPERVISED: 7
DUTIES: Local government administration of environmental quality and health concerns related to soil and water issues, largely serving the agriculture industry. Create and implement budget for local improvement projects. Supervise implementation of \$1.5 million in improvement projects. Supervise staff of 7 professionals, including human resource functions. Conduct policy and project analysis to ensure compliance with state and local laws. Act as liaison between and to other governmental agencies on behalf of the local government. Provide constituency service as required. Authorize staff to seek and pursue grant opportunities from Federal, State and, private sources. Awards during tenure: Clean Cater Management Trust Fund grant, Golden Leaf Foundation grant, Fiskers Project Orange		
REASON FOR LEAVING: Transfer to another district with main job.		

CERTIFICATES AND LICENSES

TYPE: NAUI Rescue Diver/Master Diver	
LICENSE NUMBER:	ISSUING AGENCY: NAUI
TYPE: Red Cross Lifeguarding	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: NC Teaching License	
LICENSE NUMBER:	ISSUING AGENCY: NC DPI
TYPE: Firefighter I	

Agency-Wide Questions

- 1. Where did you first hear about this opportunity?**
Alaska Municipal League
- 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.**
NA
- 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.**
NA
- 10. Are you 18 years old or older?**
Yes