

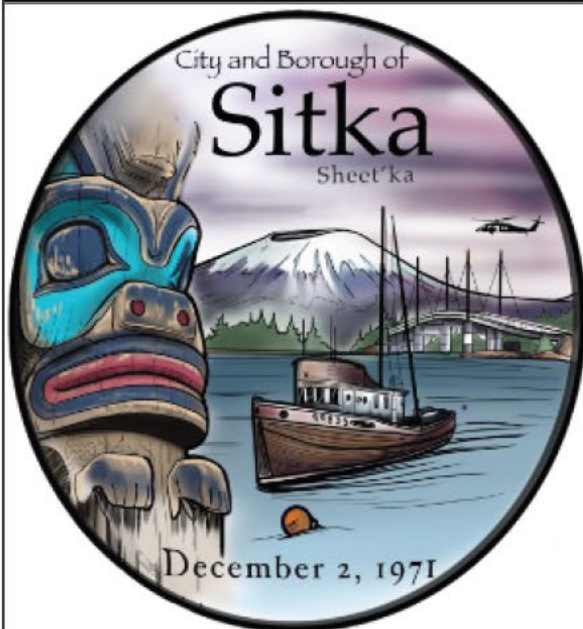
Municipal Administrator Applicant Interview

Jeremy Marshall

August 21, 2026

5:00 p.m. via Zoom

EMPLOYMENT APPLICATION



SITKA, CITY AND BOROUGH OF (AK)

100 Lincoln St.
Sitka, Alaska 99835
907-747-1816
cityofsitka.org

Marshall, Jeremy M.
202400079 MUNICIPAL ADMINISTRATOR

Received: 8/4/26 09:25 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience☐ Training☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

MUNICIPAL ADMINISTRATOR

EXAM ID#:

202400079

NAME: (Last, First, Middle)

Marshall, Jeremy M.

SOCIAL SECURITY NUMBER:

N/A

NOTIFICATION PREFERENCE:

Email

DRIVER'S LICENSE:

☒ Yes ☐ No

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

What is your highest level of education?

Master's Degree

PREFERENCES

MINIMUM COMPENSATION:

\$0.00 per hour; \$135,000.00 per year

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time, Part Time, Per Diem

SHIFTS YOU WILL ACCEPT:

Day, Evening, Night, Weekends, On Call (as needed)

EDUCATION

DATES:

From: 6/2022 To: 10/2025

SCHOOL NAME:

Upper Iowa University

LOCATION: (City, State/Province)

Fayette, Iowa

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Public Administration

UNITS COMPLETED:

36- Semester

DATES:

From: 7/2015 To: 7/2015

SCHOOL NAME:

UNIVERSITY OF VIRGINIA

LOCATION: (City, State/Province)

Charlottesville, Virginia

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Professional

MAJOR:

Leadership, Education and Development Program

UNITS COMPLETED:

3- Semester

DATES:

From: 6/2008 To: 2/2014

SCHOOL NAME:

American Military University

LOCATION: (City, State/Province)

Charles Town, West Virginia

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Business Administration

UNITS COMPLETED:

120- Semester

WORK EXPERIENCE

DATES:

From: 4/2024 To: Present

EMPLOYER:

City of High Springs

POSITION TITLE:

City Manager

[REDACTED]		COMPANY URL: www.highsprings.gov
SUPERVISOR: Andrew Miller - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$10,700.00/month	# OF EMPLOYEES SUPERVISED: 100
DUTIES: As City Manager of High Springs, Florida, I oversee the daily operations of municipal departments including public safety, public works, parks and recreation, and community development, ensuring that services are delivered efficiently and in alignment with the City Commission's goals. I prepare and manage the city's budget with a strong emphasis on fiscal responsibility and transparency, often hosting public workshops to make the budget process accessible and understandable to residents. My role involves translating policy directives into actionable programs, leading strategic planning initiatives that support infrastructure development, economic growth, and sustainability. I facilitate inclusive public engagement through citizen advisory boards, community meetings, and educational outreach, while also coordinating with county, state, and federal agencies to align resources and regulations. Additionally, I manage personnel by hiring, mentoring, and evaluating department heads and staff to foster a high-performing, responsive workforce that reflects the values of ethical leadership, democratic governance, and community empowerment.		
REASON FOR LEAVING: Still employed		
DATES: From: 7/2022 To: 10/2022	EMPLOYER: City of Valley	POSITION TITLE: City Administrator
[REDACTED]		
SUPERVISOR: Cindy Grove - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,500.00/month	# OF EMPLOYEES SUPERVISED: 30
DUTIES: Leads vision, strategy, and execution for all facets of city operations, with authority over 25 direct reports and a \$2.9MM budget. Scope of accountability includes Finance, Human Resources, Emergency Responders, Law Enforcement, and the execution of legislative policies originating from the Mayor and City Council. Establishes policies, procedures, and best practices designed to improve efficiency and productivity across all city departments.		
REASON FOR LEAVING: Resolved health issue		
DATES: From: 1/2018 To: 7/2022	EMPLOYER: Town of Farmington	POSITION TITLE: Chairman of the Zoning Board of Appeals
[REDACTED]		COMPANY URL: www.townoffarmingtonny.com
SUPERVISOR: Peter Inglassbe - Town Supervisor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 3	SALARY: \$100.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Serves as the Town's point of contact regarding zoning, planning and land use regulations. Chairs monthly meetings of the board by ensuring every citizen is provided the necessary information and is provided an opportunity to voice their opinions on board matters. Ensures the board is operating legally regarding New York State's Open Meeting Law. Posts all the necessary public notifications to the designated newspapers. Monitors the board members progress in obtaining the required annual trainings.		
REASON FOR LEAVING: Accepted new position		
DATES: From: 7/2013 To: 7/2022	EMPLOYER: COUNTY OF ONTARIO	POSITION TITLE: Director of Veterans Service Agency
[REDACTED]		COMPANY URL: www.co.ontario.ny.us
SUPERVISOR: Chris DeBolt - County Administrator		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,108.00/month	# OF EMPLOYEES SUPERVISED: 3

DUTIES:

Serves as the Department Head that provides services to approximately 8,650 veterans and their families. Full management accountability for personnel administration, budget development, and inter-governmental affairs.

Formulate and execute an annual operating budget that shows a 52% reduction in county cost by pursuing additional revenue sources and grants.

Responsible for developing programs, evaluating proposals and managing resources to benefit the community while maintaining financial responsibility.

Provide leadership and direction to department employees by developing policies, work standards and procedures to increase the efficiency of the department.

Collaborate with the county's leadership team in monthly meetings regarding strategic planning, staff development, process improvements and other vital matters.

Represent the village during panels with other municipalities, along with newspaper, radio, and television interviews, and various public speaking events.

Maintain liaisons with local, state and federal agencies to better anticipate changes in laws and regulations that may impact the county's operations.

Highlights:

Championed a significant development project of a \$10 million public partnership apartment complex aimed to provide affordable housing to veterans and their families.

Serves as chairman to committees on the Workforce Investment Board, Geneva Housing Authority and the regional Economic Development Council.

Implemented a fully automated system for the department featuring a fully digital records system to maintain in excess of 26,000 veteran files.

REASON FOR LEAVING:

Accepted new position

DATES: From: 7/2012 To: 7/2013	EMPLOYER: DEPARTMENT OF VETERANS AFFAIRS	POSITION TITLE: Global War on Terror Technician
		COMPANY URL: www.va.gov
		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SUPERVISOR: Joe Miller - Team Leader	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Served as the Department of Veterans Affairs Homeless Prevention Liaison, successfully found permanent and safe housing situations for homeless veterans and their families.

Coordinated community outreach events in order to maximize knowledge of services.

Assisted veterans with employment and budgeting skills.

REASON FOR LEAVING:

Accepted new position

DATES: From: 2/2009 To: 7/2012	EMPLOYER: DEPARTMENT OF THE ARMY	POSITION TITLE: Human Resources Chief
		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SUPERVISOR: Stan Kaminski - Human Resources Director	# OF EMPLOYEES SUPERVISED: 12

DUTIES:

Supervised the administration of benefits to current and veteran service members to include health, dental, travel, education and severance pay.

Served as a reviewer of actions that included separation and retirement eligibility.

Acted as a resource to department heads regarding personnel and benefits issues.

Conducted exit interviews with separating service members to gather feedback for commanders as to possible issues regarding retention.

Prepared weekly reports relating to the current status of personnel and human resources functions as requested by higher leadership.

Researched laws and regulation to assist with complex and sensitive cases.

REASON FOR LEAVING:

Accepted new position

DATES: From: 10/2008 To: 2/2009	EMPLOYER: NORTHERN FEDERAL CREDIT UNION	POSITION TITLE: Branch Manager
		COMPANY URL: www.mynorthern.com
		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SUPERVISOR: Jessie Brunner - Regional Manager	# OF EMPLOYEES SUPERVISED: 19

DUTIES:

Supervised two independent credit union branches.

Designed and implemented development plans for each staff member to gauge growth and performance.

Provided cost savings to the organization by increasing the efficiency of the office to eliminate the need of overtime

REASON FOR LEAVING:

Accepted new position

DATES: From: 2/2005 To: 12/2008	EMPLOYER: UNITED STATES ARMY	POSITION TITLE: Platoon Sergeant
		COMPANY URL: www.army.mil

	SUPERVISOR: 1stSgt Wiggins - Company First Sergeant	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,333.00/month	# OF EMPLOYEES SUPERVISED: 52
DUTIES: Served as a retention leader for a 150-person company and exceeded retention goals by 150%. Created training programs that aided in areas such as professional development, safety, sexual harassment, workplace violence and suicide prevention. Awarded numerous medals of commendation for exhibiting a high work ethic and leadership.		
REASON FOR LEAVING: Retired		
DATES: From: 12/1998 To: 4/2004	EMPLOYER: UNITED STATE MARINE CORPS	POSITION TITLE: Personnel Chief
		COMPANY URL: www.marines.com
	SUPERVISOR: Gunnery Sergeant Rodriguez - Administrative Chief	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,175.00/month	# OF EMPLOYEES SUPERVISED: 27
DUTIES: Planned, organized and directed a variety of human resources functions for a 27-person administrative department that was charged with payroll, personnel records, awards, retirement, benefits and legal matters. Processed an average of 1500 personnel record transactions and over \$5 million in pay transactions on a monthly basis. Conducted orientation sessions with new service members to enhance their understanding of the mission and values of the organization. Ensured that effective annual performance evaluations were conducted on each member of the unit. Exhibited strong public speaking skills through briefing higher leadership on the administrative status of their command. Established and maintained efficient office management procedures, including compiling a policy and procedures manual.		
REASON FOR LEAVING: End of Contract		

CERTIFICATES AND LICENSES

TYPE: Certified Lean Six Sigma Green Belt	
LICENSE NUMBER:	ISSUING AGENCY: Department of the Army
TYPE: IMCA-CM	
LICENSE NUMBER:	ISSUING AGENCY: International City Managers Association

Skills

OFFICE SKILLS: Typing:40 Data Entry:0
OTHER SKILLS:
LANGUAGE(S):

ADDITIONAL INFORMATION

Professional Associations Finger Lakes Regional Economic Development Council (Past Committee Co
Professional Associations Geneva Housing Authority (Past Committee
Professional Associations New York State County Veterans Service Officer Association (Past State
Honors & Awards Rochester 40 Under 40 Business Executives
Honors & Awards Purple Heart Medal
Honors & Awards New York State Service Officer of the Year



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