

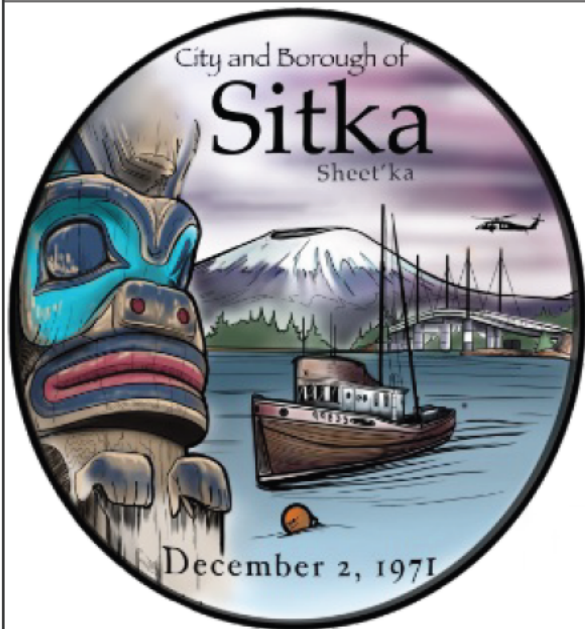
Municipal Administrator Applicant Interview

Jenny Alber

April 24, 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
Alber, Jenny L.
202400079 MUNICIPAL ADMINISTRATOR

Received: 12/3/25 08 52 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

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

PREFERENCES

MINIMUM COMPENSATION: \$200,000.00 per year	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	
OBJECTIVE: To find a position that utilizes my skill set and experience in the day to day role.	

EDUCATION

DATES: From: 8/2010 To: 6/2013	SCHOOL NAME: Charlotte School of Law	
LOCATION:(City, State/Province) Charlotte, North Carolina	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Juris Doctor	UNITS COMPLETED: 12- Quarter	
DATES: From: 3/1995 To: 11/1997	SCHOOL NAME: Auburn University	
LOCATION:(City, State/Province) Montgomery, Alabama	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Master of Public Administration	UNITS COMPLETED: 8- Quarter	
DATES: From: 8/1990 To: 11/1995	SCHOOL NAME: Auburn University	
LOCATION:(City, State/Province) Montgomery, Alabama	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelor of Science	UNITS COMPLETED: 16- Quarter	
DATES: From: 1/1991 To: 6/1993	SCHOOL NAME: Sheldon Jackson College	

LOCATION:(City, State/Province) Sitka, Alaska	DID YOU GRADUATE? ■ Yes □ No	DEGREE RECEIVED: Associate's
MAJOR: Liberal Arts		

WORK EXPERIENCE

DATES: From: 9/2024 To: Present	EMPLOYER: City of New Orleans / Department of Safety and Permits	POSITION TITLE: Deputy Director
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Tammie Jackson - Director	MAY WE CONTACT THIS EMPLOYER? ■ Yes □ No
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HOURS PER WEEK: 40	SALARY: \$120,000.00/month	# OF EMPLOYEES SUPERVISED: 7
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DUTIES:

- Maximize organization effectiveness and support all efforts to meet and exceed the mission of the Department of Safety and Permits (DSP) while achieving a high level of performance.
- Manage integration and utilization of technology into the department's operations.
- Ensuring employees provide the expected level of customer service to constituents, internal city departments and City Administration.
- Direct supervision of division directors and oversee human resources issues for over 100 department employees.
- Assist in overall administration of the Department, including workflow, assignments, creating and enforcing DSP policies and procedures, and scheduling and reviewing supervisors' audits of their relative departments.
- Research, develop and complete proposed changes to City and State legislation.

REASON FOR LEAVING:
Still employed, but looking to relocate and secure a position that will expand my knowledge base and use the skills I have developed.

DATES: From: 10/2023 To: 9/2024	EMPLOYER: City of New Orleans / Office of Business and External Services	POSITION TITLE: Senior Advisor for Policy and Strategic Initiatives
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Thomas Mulligan - Deputy Chief Administrative Officer	MAY WE CONTACT THIS EMPLOYER? ■ Yes □ No
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HOURS PER WEEK: 40	SALARY: \$85,000.00/month	# OF EMPLOYEES SUPERVISED: 0
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DUTIES:

- Led and manage high profile strategic projects within the 9 OBES departments, including policy development, that drive efficiency and improve outcomes.
- Research and review local and state legislative initiatives for OBES departments, which includes presentations to local City Council and State Legislative Committees.
- Completed design and implementation of the OBES Centralized Adjudication Bureau.
- Provide strategic counsel to OBES senior leadership, Deputy CAO and Chief of Staff, as well as OBES Department Directors.

REASON FOR LEAVING:
Looking for an advanced position that will utilize my experience.

DATES: From: 7/2021 To: 10/2023	EMPLOYER: City of New Orleans	POSITION TITLE: Grants Director
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Tenisha Stevens - Commissioner	MAY WE CONTACT THIS EMPLOYER? ■ Yes □ No
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HOURS PER WEEK: 40	SALARY: \$60,000.00/month	# OF EMPLOYEES SUPERVISED: 3
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DUTIES:

- * Serve as the Grants Division Director, supervising program and fiscal managers, serving as compliance/auditing monitors for over four million dollars in grant awards from Louisiana Commission on Law Enforcement.
- * Process applications and present for subgrantees for funding from Edward Bryne Memorial Justice Assistance Grant (JAG) program and the Victims of Crime Act (VOCA) programs.
- * Direct internal administrative aspects of the program area by establishing work goals, objectives and plans for program and fiscal staff.
- * Provide reporting to executive management on all aspects of program evaluation.

REASON FOR LEAVING:
Transferred to another department within the city.

DATES: From: 4/2021 To: 11/2021	EMPLOYER: Consulting for Non Profit Agencies	POSITION TITLE: Consultant
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Tracy Osborn - Executive Consultant	MAY WE CONTACT THIS EMPLOYER? ■ Yes □ No
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HOURS PER WEEK: 40	SALARY: \$80,000.00/month	# OF EMPLOYEES SUPERVISED: 0
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DUTIES:
 Transition Consultant/ Liaison
 * Assist leadership team of non-profit whose mission is to provide and furnish housing to underserved populations through Executive Director transition.
 * Focused effort on program compliance and reporting outcomes.
 * Developed current relationships with HUD and other funders to allow for programs to be evaluated for consistency and potential growth for the agency.
 * Sourced, engaged, and coordinated outsourced Human Resource agency
 * Lead the transition team through a departmental lay off.

REASON FOR LEAVING:
 Contracted ended with Del Norte, Denver CO

DATES: From: 10/2017 To: 1/2021	EMPLOYER: State of Colorado	POSITION TITLE: Senior Program Director
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Ronne Hines - Division Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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HOURS PER WEEK: 40	SALARY: \$116,000.00/month	# OF EMPLOYEES SUPERVISED: 5
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DUTIES:
 Division of Professions and Occupations
 • As Senior Program Director providing leadership, supervision, support and direct oversight to five Program Directors who are responsible for twenty professions that are regulated by the state via a Board or Director Model Program.
 • As Program Director for the Colorado Dental Board, State Physical Therapy Board, Office of Audiology Licensure, Office of Hearing Aid Provider Licensure, Office of Funeral Home and Crematory Registration.
 • Responsible for overall management and supervision of Boards and program activities including but not limited to; policy development, enforcement, licensing and registration, using critical analysis to protect consumers.
 • Directed internal administrative aspects of the program area by establishing work goals, objectives and plans for administrative staff.
 • Reviewed proposed statutes, rules, policies, and legislation related to the Boards and Program areas, manage disciplinary cases ensuring compliance with rules and Colorado Statute.
 • Reviewed and managed multiple programs and boards for evaluation, monitoring and consistent internal guidance to ensure compliance with department rules and Colorado statutory requirements.
 • Provided reporting to executive management on all aspects of program evaluation

REASON FOR LEAVING:
 Moved to New Orleans.

DATES: From: 4/2016 To: 10/2017	EMPLOYER: Colorado Mental Health Institute	POSITION TITLE: Assistant Director of Support Services
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[REDACTED]		
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[REDACTED]	SUPERVISOR: Holly Lutz - Director of Support Services	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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HOURS PER WEEK: 40	SALARY: \$80,000.00/month	# OF EMPLOYEES SUPERVISED: 3
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DUTIES:
 •Reviewed department policies and procedures for compliance with evaluation and inspections.
 • Facilitated critical mission and business operations projects including creating organizational charts, hospital accreditation, and streamlining staffing patterns.
 • Assumed oversight and responsibility for all existing policies and procedures, while recommending policy development, eliminate duplication of policies and abolish as necessary.
 • Provided reporting to executive management on all aspects of program evaluation

REASON FOR LEAVING:
 Offered position with another state agency.

CERTIFICATES AND LICENSES
 Nothing Entered For This Section

Skills
 Nothing Entered For This Section

ADDITIONAL INFORMATION
 Nothing Entered For This Section

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Agency-Wide Questions**1. Where did you first hear about this opportunity?**

Governmentjobs.com

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