

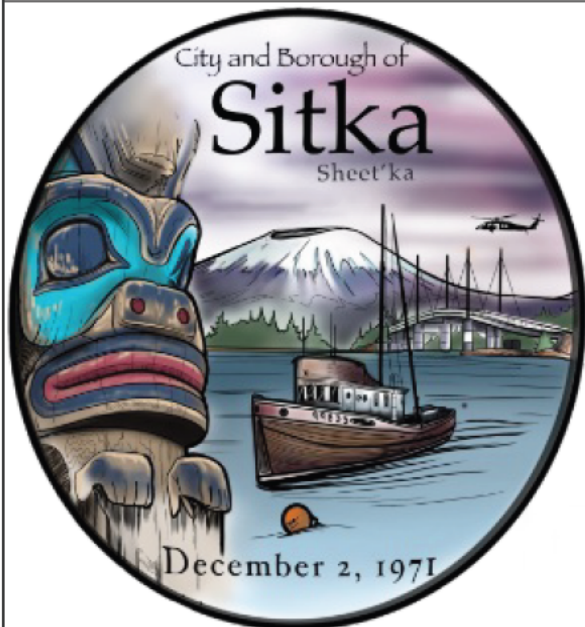
Municipal Administrator Applicant Interview

Jenny Alber

April 9, 2026

5:00 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
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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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? <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: 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]

[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]

[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