

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

JOB DESCRIPTION

GENERAL INFORMATION		
JOB TITLE	PAY GRADE	DEPARTMENT
Municipal Administrator	Contract	Administration
CLASS CODE NUMBER	EFFECTIVE DATE	REPLACES JOB DESCRIPTION DATED
1100	May 17, 2024	September 2010
FLSA DESIGNATION, SELECT ONE		IF UNION-REPRESENTED, SELECT ONE
<input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		<input type="checkbox"/> ASEA <input type="checkbox"/> PSEA <input type="checkbox"/> IBEW <input type="checkbox"/> IAFF

PRIMARY PURPOSE OF JOB
<p>The Municipal Administrator is the chief administrative and executive officer of the City and Borough of Sitka ("CBS"). As Municipal Administrator, this position plans, organizes, and manages the operations and activities of municipal government.</p> <p>The Municipal Administrator is hired by and serves at the will of the Assembly. The work is performed independently with substantial independent judgment and discretion subject to the Assembly's general direction and the law.</p> <p>The Municipal Administrator directly supervises all CBS Department Heads and is ultimately responsible for all municipal government personnel.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Oversees all department operations and CBS activities ensuring their adherence to federal, state and local law as well as Assembly direction, CBS policies and procedures, and collective bargaining agreements Appoints and removes or reassigns department heads subject to approval of the Assembly Directs, manages, and evaluates the work of all department heads to ensure each performs consistently with Assembly direction, federal, state, and local laws, and CBS policies and procedures in a professional, efficient, and effective manner Monitors the implemented budget and reports to the Assembly on a regular basis the status of the budget, the municipality's financial condition, and unplanned operational expenses and needs Interprets and communicates decisions made by the Assembly to staff and the public Plans and directs administrative actions to implement the decisions of the Assembly Prepares and submits annually a proposed operating budget and capital improvement plan for the next fiscal year to the Assembly for their approval Makes decisions on resource allocation among different functions within the municipality Organizes and coordinates different operations and activities with competing interests Executes legally binding contracts on behalf of CBS Ensures proper custody of municipal property, funds, and assets

- Oversees the construction, maintenance, and operation of Municipal Public Works
- Respond to citizen inquiries, listen to complaints, and resolve conflicts involving CBS operations
- Represents CBS in matters involving state and federal agencies or legislative bodies, and before an adjudicatory body in a legal matter
- Working with Department Heads and other staff, performs short and long-range planning for all municipal government functions and activities
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices in municipal and government management
- Municipal budgeting practices and procedures
- Organizational structure and function of local government
- Legislative processes in local and state government

Skills in:

- Effective communication, both orally and in writing
- Analyzing, interpreting, and compiling financial data and budgets
- Time management and the organization of multiple responsibilities, assignments, and developments
- Public presentation and delivery of information on a variety of issues, in front of a friendly, and sometimes not so friendly, audience

Ability to:

- Communicate well with others using both technical and non-technical language in a courteous and professional manner
- Prepare and present accurate and reliable reports containing findings and recommendations
- Use logical and creative thought processes to develop solutions according to written specifications and oral instructions
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Quickly learn and put to use new skills and knowledge as needed

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Business Administration, or a closely related field, and
- Extensive experience in a senior management or administrative position, preferably in the public sector at a local government level, or
- Any equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities

OTHER JOB REQUIREMENTS OR EXPECTATIONS

- Maintain membership with the International City/County Management Association (ICMA)
- Maintain membership with the Alaska Municipal Management Association (AMMA)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working Conditions:

- General office environment

Specific Physical Requirements:

- Sitting or standing for long periods of time
- Working in front of computer screen for long periods of time
- Some walking, lifting, bending, and reaching during the work day

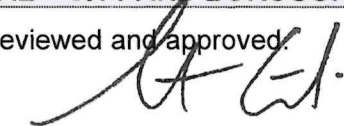
General Physical Requirements:

- Sufficient clarity of speech and hearing which permits the employee to communicate effectively
- Sufficient vision which permits the employee to review a wide variety of written correspondence, reports, and related material in both electronic and hardcopy form
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations
- Sufficient personal mobility which permits the employee to visit various and other work stations and attend a wide variety of meetings within CBS and out of area

JOB DESCRIPTION APPROVAL – CITY AND BOROUGH OF SITKA

This job description has been reviewed and approved:

DEPARTMENT HEAD SIGNATURE: _____



HUMAN RESOURCES SIGNATURE: _____

Denise Salter

Digitally signed by Denise
Salter
Date: 2024.05.17 14:08:25
-08'00'

MUNICIPAL ADMINISTRATOR SIGNATURE: _____

JOB DESCRIPTION EMPLOYEE ACKNOWLEDGEMENT – FOR HUMAN RESOURCES USE ONLY

I have read and understand this job description, which describes the primary purpose, duties, responsibilities, working conditions, and physical requirements of this position.

EMPLOYEE SIGNATURE: _____ DATE: _____