



## CITY OF UNALAKLEET

P. O. BOX 28  
UNALAKLEET, ALASKA  
99684  
PH: (907) 624-3531  
FAX: (907) 624-3130

### **JOB POSTING FOR: City Manager/Administrator (Open until Filled)**

#### **POSITION OBJECTIVE**

The City of Unalakleet is accepting applications for the position of City Manager/Administrator.

#### **JOB SUMMARY**

This Employee is appointed by and reports to the elected seven-member City Council and serves as the Chief Administrative Officer of the City—responsible for the management of daily City operations with a staff of 20, providing services and enforcing ordinances, and supervising department directors and City Office staff.

#### **QUALIFICATIONS**

- High School Graduate or GED
- Current, valid Alaska Driver's License
- Three years of Management Experience with Strong Leadership Skills preferred—(Alternatively: Have a satisfactory combination of experience, education or training)
- General knowledge of administrative aspects of municipal government, with the ability to work under pressure and make decisions in accordance with local ordinances and state laws
- Work experience in Rural Alaska preferred
- MUST be able to work well with the public—including citizens, City officials, employees, businesses, and other local and governmental agencies
- Computer Skills/knowledge required
- Accounting Knowledge and Quickbooks experience required
- Financial Management Skills such as Budget Development and controls, financial forecasting, and generation of sustainable revenue sources preferred
- Knowledge of Grant Writing, Construction projects, State/ Federal taxes and programs preferred
- Ability to set goals and meet deadlines
- Must possess Strong Organizational Skills required (able to set up an easily accessible filing system for City/Council matters, current grants, official correspondence, etc.)
- Strong Communication Skills, both written and verbal, are a must

#### **DUTIES AND RESPONSIBILITIES**

A copy of the full job description can be picked up at the City office or via email.

#### **STARTING SALARY RANGE**

Hourly or Salaried—Depending On Experience (Salaried with annual contract)  
\$60-70,000 annually DOE (with benefits) and may include housing. Actual salary will be based on qualifications and experience.

#### **DEADLINE**

First Review Applications **MUST** be received before 5:00pm on Friday, February 7, 2020.

The City of Unalakleet is an At-Will EOE. Due to the high-profile nature of this position, applications are not considered confidential and are subject to public disclosure.

Submit resume, references and cover letter to:

Address: City of Unalakleet, P.O. Box 28, Unalakleet, Alaska 99684, or

Email: [counk@alaskan.com](mailto:counk@alaskan.com)