JOB OPENING

JOB TITLE: City Administrator
REPORTS TO: City Council
STATUS: Salary, Non-Exempt
WAGE: DOE
OPEN: May 20, 2022
CLOSES: UNTIL FILLED

POSITION OBJECTIVE
The City of Unalakleet is accepting applications for the position of City 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 about 25, providing services, enforcing ordinances, supervising department directors, City Office staff and keeping City financially sound.

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

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