



CITY OF KODIAK, ALASKA CITY MANAGER

**\$88,400 TO \$121,888 DOQ
PLUS EXCELLENT BENEFITS**



CITY OF KODIAK

The City of Kodiak was incorporated in 1940. In 1965 Kodiak City voters adopted a City Charter (municipal constitution). The City of Kodiak operates under the Council-Manager form of government, which combines the abilities of a professionally trained, full-time manager, with the interested and dedicated services of elected citizens to enhance the safety, livability, and prosperity of the community. In 2007 the total population of the Kodiak region was 13,568, with a population of 5,689 within the City limits.

In addition to City administration (Manager and Clerk), the City is comprised of eight departments. These include engineering; finance; fire/ambulance (EMT); library; parks and recreation; law enforcement, dispatch, and jail; port and harbors; and public works, including water, sewer, and roads. The City operates a water utility and a sanitary sewer system with a wastewater treatment plant. The City is a hub for the maritime industry of Southwest Alaska and home to a large and varied fishing fleet. The Port operates a container terminal and the two small boat harbors accommodate a fleet of over 1,200 fishing and general purpose recreational vessels. The City is in the process of constructing a large vessel lift and boat yard.

The City of Kodiak employs 110 full-time staff and five part-time staff, supplemented with 20 to 40 seasonal and temporary employees.

The FY09 budget revenues for all funds total \$55,024,164. Comprehensive budget information is available on the City's web site at <http://www.city.kodiak.ak.us/Finance/Pages/BudgetDocuments.aspx>.

COMMUNITY AND HISTORY

Kodiak is located near the northeastern tip of Kodiak Island in the Gulf of Alaska. Kodiak Island, "The Emerald Isle," is the largest island in Alaska, and is second in size only to Hawaii in the U.S. The Kodiak National Wildlife Refuge encompasses nearly 1.9 million acres on Kodiak and Afognak Islands. The City of Kodiak is 252 air miles southwest of Anchorage, a one-hour flight. State ferries serve the City, with a twelve-hour run to the Kenai Peninsula. The City lies at approximately 57°47'N latitude, 152°24'W longitude. The City encompasses six square miles of land and one square mile of water.

Kodiak Island has been inhabited for at least 8,000 years. By the time Alaska became a U.S. territory in 1867, the Native population had almost disappeared as a viable culture. Alutiiq (Russian-Aleut) is the present-day Native language. In 1882 a fish cannery opened at the Karluk spit. This sparked the development of commercial fishing in the area. During the Aleutian Campaign of World War II, the Navy and the Army built bases on the Island. Fort Abercrombie was constructed in 1939 and later became the first secret radar installation in Alaska. Development continued, and the 1960s brought growth in commercial fisheries and fish processing. The 1964 earthquake and subsequent tidal wave virtually leveled downtown Kodiak. The fishing fleet, processing plants, canneries, and 158 homes were destroyed—\$30 million in damage. The infrastructure was rebuilt, and by 1968, Kodiak had become the largest fishing port in the U.S., in terms of dollar

value. The Magnusson-Stevens Fisheries Conservation Act adopted by Congress in 1976 extended U.S. jurisdiction over marine resources to 200 miles offshore, which reduced competition from foreign fleets, and over time, allowed Kodiak to develop a groundfish harvesting and processing industry.



CITY MANAGER

The City Manager is appointed by the City Council and serves at its pleasure. During tenure of office, the Manager must be a resident of the City of Kodiak.

The City Manager supervises department heads and through the department heads all City employees, with the exception of the City Clerk, the Clerk's staff, and the City Attorney.

The City Manager is the chief administrative officer and head of the administrative branch of the City government and in this role also serves as the Director of Emergency Services for the entire Kodiak Island Borough. The Manager is responsible to the Council for executing City laws and ordinances and administering the policies of the Council.

The City Manager job description is available on the City's web site at <http://www.city.kodiak.ak.us/Manager/Pages/CityManagerJobPosition.aspx>

The current City Manager has served the City since 2000 and is retiring at the end of April 2009.

CANDIDATE PROFILE

The ideal candidate for the next Kodiak City Manager will:

- Exceed the minimum education and job experience requirements
- Demonstrate strong leadership skills
- Demonstrate well-developed financial management and budgetary skills
- Be dedicated to the concepts of effective and democratic local government
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships
- Recognize that the chief function of local government is at all times to serve the best interests of the people
- Provide the Council with facts and advice on matters of policy as a basis for decision making and setting community goals
- Keep the community informed on local government affairs, emphasize friendly and courteous service to the public, and seek to improve the quality and image of public service

EDUCATION AND EXPERIENCE

Hold a degree in Public Administration or related field, or demonstrate proven administrative abilities and a minimum of five years in a municipal government administrative capacity. The City Manager shall be chosen on the basis of executive and administrative qualifications and appointed by the City Council for an indefinite term by a majority vote of the whole.

COMPENSATION & BENEFITS

- **\$88,400 to \$121,888**
- Contract with severance pay
- Vacation and sick leave
- Social Security and Medicare
- Family health and life insurance
- Retirement—State of Alaska PERS plan
- Deferred compensation plan
- Twelve paid holidays



APPLICATION PROCESS

Submit by January 26, 2009, to the City Clerk via e-mail (dmarlar@city.kodiak.ak.us) or fax (907 486-8600) letter of interest; City job application; résumé, including four professional references; salary history; two personal letters of reference; a contact fax number; and e-mail address. Mail the original application packet to the City Clerk at 710 Mill Bay Road, Kodiak, AK 99615.

The position shall remain open until filled. Applications received by January 26 will be reviewed by the Council on February 10. Semi-finalists will be asked to provide answers to supplemental questions and be subject to criminal history, credit, and driver's license checks prior to being selected as a finalist. The complete job description and application materials are available on the City's web site at:

<http://www.city.kodiak.ak.us/Manager/Pages/CityManagerJobPosition.aspx>

General information about Kodiak may be found at www.kodiak.org. State law provides that applicant packets are public information. Additional information may be obtained from the current City Manager at 907 486-8640 or the City Clerk at 907 486-8636.

The City of Kodiak is an Equal Opportunity Employer; women and minorities are encouraged to apply.