

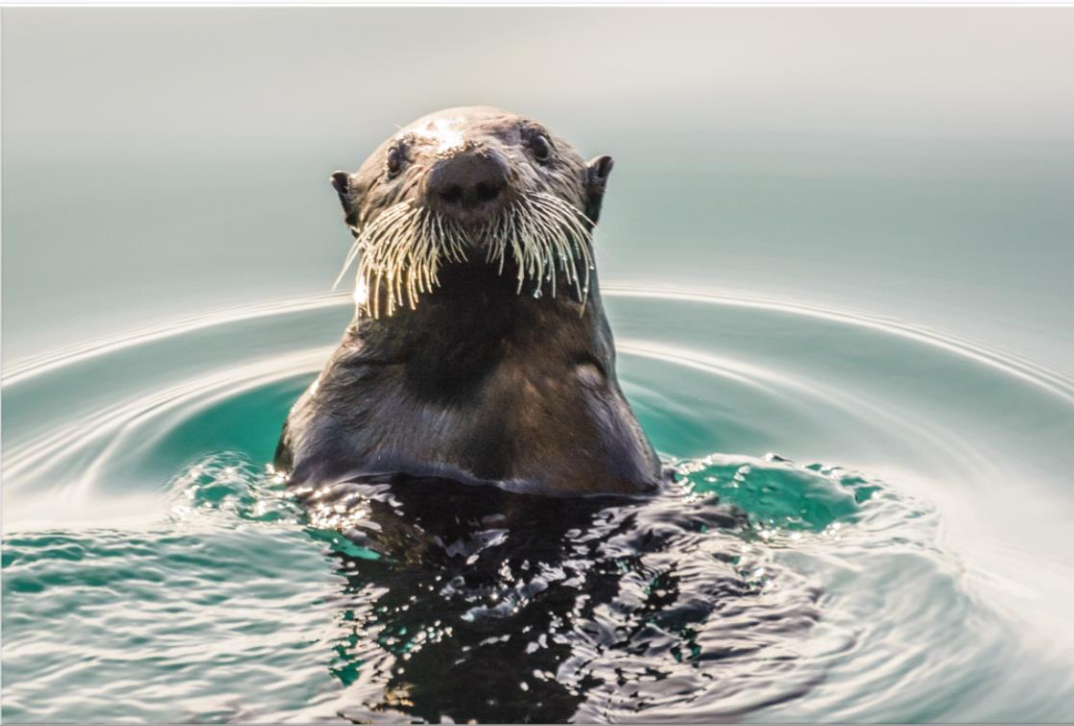


# CITY MANAGER

City of Kodiak, Alaska

## CITY OF KODIAK & GOVERNANCE

The City of Kodiak has a population of 5400 city residents and is situated on the second largest island in the United States, approximately 250 air miles southwest of Anchorage in the Gulf of Alaska. The City is one of seven communities on Kodiak Island and a part of the Kodiak Island Borough, which has a population of 12,600. Kodiak is designated a Coast Guard City, which is the largest Coast Guard Command in District 17 and the entire Pacific Area.



The City of Kodiak was incorporated September 11, 1940. In 1965 Kodiak City voters adopted a City Charter (municipal constitution). The City of Kodiak is a home rule city and operates under the Council-Manager form of government. The Mayor and six Councilmembers are elected at large by the voters. The Council appoints a professionally trained and experienced City Manager to administer the City on a daily basis.

The City of Kodiak employs 135 full-time employees supplemented by part-time, seasonal and contract employees. The City provides a full array of public services with a Police Department, Fire Department with Emergency Medical Services, Public Library, Parks and Recreation Department, Public Works, City Engineer, Finance and a Port and Harbors Department. The City operates a water utility and a sanitary sewer system with a wastewater treatment plant. The City's annual operating budget is \$48M and a \$27M capital project budget.

The City is a hub for the maritime industry of Southwest Alaska and home to a large and varied fishing fleet. All commercial transportation between the island communities goes through the city via ferryboat or airline. The City of Kodiak is an active member of the Kodiak Chamber of Commerce, which has published a relocation guide to Kodiak. Here is the link:

<https://kodiakchamber.org/2022-relocating-to-kodiak/>



# CITY MANAGER POSITION

The City Manager is the chief administrative officer and head of the administrative branch of the City's government. The manager shall execute the laws and ordinances and administer the government of the City, and reports to the City Council. A full job description is available online at: <https://www.governmentjobs.com/careers/kodiak>



## EDUCATION AND EXPERIENCE

Bachelor's degree (with a Master's degree preferred, but not required) in public administration, business administration, or a related field and a minimum of five to seven years' experience in a municipal government administrative or executive capacity; or, an equivalent combination of education and experience to sufficiently demonstrate the knowledge, skills, and ability to successfully perform the essential duties of the job such as those listed above.



## COMPENSATION AND BENEFITS

City Manager

Salary Base: \$175,000 or DOE

Position Type: Contracted

Benefits include excellent comprehensive medical, dental, vision, life insurance, deferred compensation, public retirement system and leave benefits. Terms of the contract are competitive and negotiable as part of the total compensation package.





## APPLICATION PROCESS

The City Manager position will be posted on the City of Kodiak's Job Opportunities page as well as the State of Alaska Job Board and the Alaska Municipal League Job Site. To apply for the City Manager position you must go through NEOGOV. Here is NEOGOV's Online Employment Application Guide:

<https://www.governmentjobs.com/careers/kodiak>

If this is the first time using NEOGOV, you will need to create an account when you click on "apply" for a job posting. You will be required to select a "username" and "password" to set up an account.

View and apply directly online through the Job Opportunities page by clicking the following link:

<https://www.governmentjobs.com/careers/kodiak>

Once you are on the Job Opportunities page, choose the position you are interested in and click "apply".

### Notice to Applicants:

Please ensure that all of your education and work history information is included on the application so that the City Manager Hiring Committee can evaluate your experience for employment verification purposes. Applications can be rejected if incomplete.

Once your application is submitted you will receive an email confirmation of receipt.

Please continue to watch your email for future communication regarding the hiring process. If you have questions regarding the application process you may contact the Human Resource Manager at (907) 486-8653. The City of Kodiak has established a Hiring Committee that will administer and manage the recruitment process of the interim City Manager and City Manager. All City Manager applications submitted are available for public inspection and subject to a public hiring process. If you have questions regarding the Hiring Committee meetings you may contact the City Clerk at (907) 486-8636.