

P.O. BOX 190694  
ANCHORAGE, AK 99519  
[WWW.TIMPEARSON.NET](http://WWW.TIMPEARSON.NET)

PHONE: (907) 952-3498  
ZOOM AVAILABLE  
[TIMPEARSONAK@GMAIL.COM](mailto:TIMPEARSONAK@GMAIL.COM)

## MEMO

DATE: October 26, 2023

TO: **Mayor Alice Ruby**  
**Council members: Bertram Luckhurst, Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly**  
City of Dillingham  
[alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us)

FROM: **Tim Pearson**, Pearson Consulting [timpearsonak@gmail.com](mailto:timpearsonak@gmail.com) (907) 952-3498 c

RE: **City Manager Search – update for November 2, 2023 Council Meeting**

Three Phases of a Search	Key Dimensions	macro criteria (along with Council's criteria)
- Phase 1: Sourcing - Phase 2: Screening - Phase 3: Selecting	Character Competence Chemistry	Positive Energy High Integrity Ability to Learn and Grow

### 1. Current status: updating the Council

### 2. Key metrics as of 10/25/23 @ 5:00 pm – applications were asked to be in by this date

Total current applications: 11  
Municipal manager experience: 7  
Municipal manager and Alaska experience: 3  
For Profit experience: 3  
Not-For-Profit experience: 1

### 3. Qualifications: as posted in 2021 and 2023

- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to build teams / supervisory experience
- ability to develop direct reports and others
- ability to learn, grow, and manage innovation
- familiarity with Emergency Operation Centers useful
- familiarity with Bush Alaska useful
- municipal experience in management, planning, finance, project management or other areas preferred

### DISCUSSION:

Appendix 1. has more information about the applicants. They are anonymous at this point since the job market is tight and highly competitive. Applicants are interested to know what the priorities of the full City Council are. Several are listening to and reading KDLG updates and Council meetings.

We have advertised a starting salary of \$140,000+ DOE & excellent benefits: PERS, health, deferred comp, housing, vehicle.

At least five other municipalities in Alaska are also looking for Municipal Managers:

--City of Bethel (as of 7/03/23) --City of McGrath (as of 9/28/23)  
--City of Egegik (as of 9/28/23) --Borough of Wrangell (as of 10/11/23)  
--City of Kake (as of 6/26/23)

**Appendix 1. City of Dillingham -- City Manager Applicant List 2023**

--current applications received as of October 25, 2023  
version 1.0

<i>Last Name</i>	<i>First Name</i>	<i>City</i>	<i>State</i>	<i>Last/Relevant Position</i>	<i>Last/Relevant Employer</i>	<i>Municipal Manager</i> <small>(# municipalities)</small>	<i>Experience</i>	<i>Education</i>	<i>comments</i>	
<b>Applicants -- Municipal Manager experience</b>										
municipal manager:										
1	Applicant 1		City	NY	County Administrator	County	1	31	MPA	NY: County Administrator (2.5 yr); Asst. City Administrator (5 yr); private sector management (18+ yr) Rural upstate New York; popular vacation area
2	Applicant 2		City	FL	City Mgr / Exec Dir Utilities	City	1	24	BA	FL: City Mgr & Dir Utilities (9 mo); Interim City Mgr & Dir Utilities (1 yr)
3	Applicant 3		City	NV	Town Manager	City	1	35	MBA, MPA	FL, CA & NV: Lt. Col., USAF (Ret) -- Logistics; 860 personnel; Dep Dir Pub Works (5 yr); Gen Serv Dir (2 yr) // Town Manager (1 yr)
4	Applicant 4		City	ME	City Manager & Town Administrator	City	5	35	MBA	ME, AZ, VT, WV, ME: Municipal Manager, 5 yr, 5 yr, 5 yr, 16 mo, 4 mo, 2 mo
5	Applicant 5		City	AK	City Manager	City	2	30	BS	AK: 2 rural Alaska communities (4 yr; and 7 mo)
6	Applicant 6		City	AK	Interim City Manager / Asst. Professor	City / UAF	1	28	MPA	AK: Interim City Manager (4 mo)
7	Applicant 7		City	PA	Borough Manager	Borough	2	34	MS	AK: Fairbanks, Operations Mgr, Privatized Military Housing--910 homes (2.5 yr) // PA: Borough Manager (2 yr, 8 mo); Borough Manager (2 yr, 4 mo); US Army Logistics Officer, Lt. Col. (Ret) (24 yr); Dep. Cmdr. for 3,000 soldiers for 2 yrs in AK. Avid hunter.
<b>Applicants -- For Profit experience</b>										
experience:										
8	Applicant 8		Anchorage	AK	Sr. Pgrm/Project Manager	Private Sector	0	23	MBA	AK: former oilfield & GCI project manager experience
9	Applicant 9		City	OK	Founder & Private/Public Partnership Liaison	Private Sector / Self-employed	0	7	MBA	OK: private sector and self-employed; writer and speaker
10	Applicant 10		City	TX	Sales Manager	Private Sector / Car Dealership	0	9+	courses	AK: courses in Poli Sci, APU
<b>Applicants -- Not-For-Profit experience (transferable skills)</b>										
experience:										
11	Applicant 11		City	MD	Air Traffic Control Specialist	Currently in Middle East	0	12	USAF Certificates	AK: Bethel and Anchorage air traffic control

file: DLG\_City\_of\_Dillingham\_City\_Manager\_applicants\_SUMMARY\_2023\_October\_25\_report.xlsx