



# CITY OF GUSTAVUS, ALASKA

## CITY ADMINISTRATOR

### REGULAR EXEMPT POSITION DESCRIPTION

---

**Title: City Administrator**

**Regular Full-Time Position:** The City Administrator position is a regular ~~full~~part-time, exempt salaryed position. The City Administrator is expected to work the equivalent of approximately 30 hours per week, or the equivalent of 1,560-195 work days hours-- per year (185 days with holidays) as mutually determined with supervisor; and is expected to attend City Council work sessions, general meetings, and--special meetings, when requested by the Mayor or the City Council.

**Supervisor:** Mayor

**Work location:** Gustavus City Hall, and at City facilities and work sites

**Summary:** The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management, and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This part-time exempt position emphasizes results and impact over a specific number of days or hours worked. The City Administrator will need to prioritize critical tasks based on their contribution to key business objectives. They will proactively communicate workload challenges or potential capacity constraints to their supervisor. This may involve adjusting project scope, deadlines, or resource allocation as needed to achieve desired outcomes within the allocated part-time work schedule.

This position's duties, as delegated by the Mayor/Council include:

- Serves as the administrative officer of the City and manages administrative functions (including human resource functions). Supervises five department heads plus the City Clerk. Manages and oversees city-contracted functions, including road maintenance & construction, and grant-writing.
- ~~With Council approval, a~~ppoints and removes city personnel with Council approval, where appropriate. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel, and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for City functions; resolves inquiries and complaints from the public and other organizations; and establishes, monitors, and evaluates progress towards goals and objectives of the administration.
- Assists with strategic planning functions of the City; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation; may represent Gustavus at regional conferences, task force groups, and meetings.-
- Serves as a liaison between City staff, the Mayor, and the City Council; works closely with the contracted City Attorney, auditors, and other consultants and contractors

employed by the City. Manages leases: bulk fuel, generator building, telephone utilities, and gravel pit mining.

- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions. In addition to council meetings, the Administrator will participate in community meetings, representing the City, when invited or appropriate.
- In conjunction with the City Treasurer, may perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gathers relevant information, evaluates data, and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
- Assists with the development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Assists with the implementation of, and updates to, the Capital Improvement Plan in conjunction with the Mayor and department heads; guides capital project administration, procurement, and construction and contract administration with the City Treasurer;
- Facilitates and coordinates grant writing. Writes small grant applications and coordinates with grant writers contracted to write larger grant applications.
- Oversees Risk Management – working with the city attorney.
- Property Management – In conjunction with the City Treasurer, exercises custody of all City-owned property.
- Assists with administrative functions at City Hall. Works with City Clerk and City Treasurer to ensure public services are staffed appropriately.

**Qualifications:** A ~~B~~bachelor's degree in public administration, business administration, engineering, or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Familiarity and experience with grant writing, contract administration, project management, and financial analysis is a plus. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

**Notice.** Employees ~~s~~ shall conduct city work ~~only~~ within the City of Gustavus unless an employee is on an authorized business trip or remote work arrangements have been coordinated with the supervisor.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.