



City of Homer

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Human Resources

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Memorandum

TO: City Council
THROUGH: Katie Koester
FROM: Andrea Browning, HR
DATE: January 31, 2020
SUBJECT: City Manager Applications

Each binder contains:

1. Memorandum from the Mayor
2. City Manager Job Description; please pay attention to the Knowledge, Skills, and Abilities required for the position. The KSA's are highlighted for you.
3. Applications (broken into three groups)
 - a. Applicants who met both the educational requirement and have some municipal government experience
 - b. Applicants who met the educational requirement, but do not have direct municipal government employment or service
 - c. Applicants who appear to not meet the minimum qualifications for the position
4. Scoring Sheets (in the back of binder)

You may notice that in some cases applicants did not list their education within the application, or checked "no" on the application, suggesting they did not graduate. However, if they indicated that they obtained a relevant degree on their resume, they were treated as such. Applicants can be asked about any discrepancies during telephonic interviews, and any candidates that become finalists will be subject to a background investigation.

A few of the resumes or cover letters submitted contained a photo of the applicant. Those were removed/ covered. If you see a yellow box on a document, that is why. This is a common practice. The City of Homer does not discriminate in its hiring practices, and removing any indications of gender, race, color, age, etc. helps ensure there is no perceived discrimination. If an applicant listed dates of graduation or employment, those are not removed since we do not alter the text content of any application.

Please keep in mind that when considering applicants, only their qualifications for the position should be considered. An applicant's: sex, race, color, religion, national origin, age, disability, or any other protected status under applicable federal, state, or local law should not be a factor.

In addition, any notes (handwritten or typed documentation) should be submitted to HR and the conclusion of the hiring process. This includes anything written during telephonic and in-person interviews. HR retains all notes on City applicants for one year.