

**Presented By:**  
City Manager

**Action Taken:**  
Yes   
No   
Abstain

**CITY OF NOME, ALASKA**

**RESOLUTION NO. R-23-07-03**

**A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF NOME AND JOY BAKER TO SERVE AS A PROJECT  
MANAGER FOR THE ARCTIC PORT FOR THE CITY OF NOME**

**WHEREAS**, the City of Nome wishes to employ the services of Joy Baker as the Project Manager of the Port of Nome; and,

**WHEREAS**, Joy Baker wishes to be employed as the Project Manager under the terms and conditions recited in the accompanying contract; and,

**WHEREAS**, the Project Manager position is considered a professional exempt position not subject to overtime provisions of the Federal Fair Labor Standards Act and Alaska Wage and Hour Act; and,

**WHEREAS**, the City and Joy Baker desire to provide for certain procedures, benefits, and requirements regarding the employment of Joy Baker by the City.

**NOW, THEREFORE, BE IT RESOLVED** that the Nome Common Council authorizes the City Manager to enter into the accompanying agreement with Joy Baker for the position of Project Manager of the Port of Nome.

APPROVED and SIGNED this 28<sup>th</sup> day of August, 2023.

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**JOHN K. HANDELAND**  
Mayor

**ATTEST:**

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**JEREMY JACOBSON,**  
Deputy City Clerk

**CITY OF NOME, ALASKA**  
**Job Description**  
**Project Manager Arctic Port of Nome**

**Department:** Port  
**Reports to:** City Manager  
**Status:** Exempt  
**Salary:** Negotiated

**Approved by:**   
**Date:** 7/23/23

**Summary:**

Under direction of the City Manager, plans, the Project Manager organizes and manages the Arctic Port of Nome expansion and redevelopment project. Works with the Corp of Engineers, State of Alaska officials, Federal officials the State of Alaska delegation and the State of Alaska Congressional delegation to help insure federal and state funding. Grant writing will be part of the position to insure necessary revenues to complete capital projects necessary for the Port's expansion and redevelopment.

**Essential Duties and Responsibilities:**

- Reviews and recommends Port & Harbor priorities and strategic plans and assures that all Port plans and projects meet state and federal compliance regulations.
- Develops and implements strategic, marketing, and action plans; meets with a wide variety of government officials, business leaders, and organizations meet the Port & Harbor development and goals.
- Provides necessary information to enable their advisory function to the City Council.
- Represents the City Manager in working with federal and state agencies, legislators, Congressional leaders and industry.
- In consultation with contract lobbyists, remains current on existing regulations and proposed legislation to capture the greatest benefit to Port & Harbor development.
- Remains current on Port & Harbor issues, and presents recommendations to the City Manager and City Council for enhancing development of Nome's Port & Harbor.
- Works in cooperation with the City Manager, Finance Director, and City Engineer to manage Port & Harbor planning, development and construction.
- Maintains cooperative working relations with other City departments, outside associations, and regulatory agencies; serves as liaison between various organizations, agencies, and groups to coordinate port and harbor development.

- In cooperation with the Finance Director, facilitates the management of grant programs funding Ports & Harbor projects.
- Prepares monthly report on Port & Harbor project-related issues. Reviews quarterly statements of revenues and expenditures for coding accuracy.
- Oversees and assists with the management of Port & Harbor infrastructure maintenance planning, in coordination with Public Works Department.
- Provides guidance on risk reduction and risk management programs; reviews safety equipment and procedures, resolves issues.
- Performs other related duties as assigned. This position may require extended hours and travel on evenings and weekends; is part of the exempt service and does not qualify for overtime pay.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must pass background check and obtain a Transportation Worker's Identification Card to be compliant with federal regulations.

**Educational and/or Experience:**

A Bachelor's Degree in Business or Public Administration, or related field; or the equivalent of a High School diploma with 5 years' experience in maritime operations or related port facility management; proficient with Microsoft Office and Excel; organizational skills and letter composition experience necessary; previous experience with public sector program management and public relations is desired.

**Language Skills:**

Ability to read, analyze and interpret general business documents and procedures and governmental regulations. Ability to compile data and write reports, business correspondence, procedure plans and financial documents. Ability to effectively present information and respond to questions from facility users, department managers, Port Commission, agencies, and the general public. Ability to develop and coordinate plans and programs effectively.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to monitor and project revenue and expense figures for the redevelopment and expansion of the Port facility and compile statistical data.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to neutralize and resolve conflict situations.

**Other Skills & Abilities:**

Must be able to work well under pressure; meet the public in person, the telephone or Zoom in a courteous and professional manner; work harmoniously with numerous personalities; have a high level of initiative and be able to work with minimal supervision; be able to learn and retain knowledge of federal, state, and city laws, policies and procedures; ability to complete projects independently with inflexible deadlines; ability to use proper judgment and to prioritize work assignments; ability to make decisions and take necessary action; be able to fit into a public/professional office environment. Ability to work additional hours including evenings and weekends when necessary. Ability to maintain confidentiality is mandatory.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel, or crouch. Employee must be able to periodically lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is periodically required to perform duties outside of the office in various weather conditions which may include high winds, rain, mud, snow, ice, and cold temperatures. The noise level in the indoor work environment ranges from light to moderate and outdoor environment from moderate to heavy.