



City of Galena  
PO Box 149 - Galena, Alaska 99741-0149  
(907) 656-1301 -- (907) 656-1769 Fax

## **JOB ANNOUNCEMENT**

July 27, 2023

**Title:** Assistant City Manager

**Job Class:** Full-time

**Reports to:** City Manager

### **General Description:**

The City of Galena is recruiting for a full-time Deputy City Manager. This is an executive level position and is exempt from overtime and will report to the City Manager. Assist the city manager in administrative oversight of city's daily operations and implementation and adherence to council policies; ensure compliance with applicable laws, codes, regulations, and standards; provide overall support to the city manager and assist utility manager and perform the functions of city manager when assigned.

Starting pay is negotiable and based upon qualifications of the applicant.

### **Example of Key Responsibilities:**

- ✓ Assists City Manager in providing administrative oversight of the daily operations of the City, ensuring implementation of and adherence to policies established by the City Council.
- ✓ Ensures organizational compliance with applicable laws, codes, regulations and standards.
- ✓ Oversees and manages City's human resource position and functions and guarantees compliance with applicable state and federal laws and local ordinances.
- ✓ Assists in collective bargaining processes and day-to-day management of labor related issues.
- ✓ Participates in development and implementation of short and long range plans, programs, policies, and procedures; responsible for special projects and reports as assigned; develops, implements and evaluates programs/projects in accordance with City plans and policies.
- ✓ Researches, analyzes, prepares, and presents management studies, resolutions, ordinances, and other information.
- ✓ Develops and maintain productive working relationships with supervisor, colleagues, state and federal agencies, vendors, City employees and residents.

### **Preferred Qualifications:**

Knowledge of: the principles and practices utilized in municipal government operations, including:

- ✓ Principles and practices of organization, administration, and municipal finance.
- ✓ Practices of strategic planning; methods of analyzing, evaluating, **and modifying administrative procedures.**
- ✓ Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms.

**Ability to:**

- ✓ Provide effective leadership and coordinate the activities of assigned municipal organizational units;
- ✓ Develop and administer goals, objectives, and procedures for assigned areas; prepare and administer large and complex budgets;
- ✓ Negotiate and administer contractual agreements;
- ✓ Conduct and direct research; perform difficult analysis, and
- ✓ Prepare and present reports; read and interpret laws; deal constructively with conflict and develop effective resolutions;
- ✓ Understand Quick Books
- ✓ Communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

**Characteristics:**

- ✓ Highly motivated, self-starter, attention to detail, understanding of municipal budgets, and able to set long range goals and objectives.
- ✓ Maintains a friendly attitude with other city employees and the public, able to comply with city ordinances and state statutes and is able to work independently.
- ✓ High level of integrity, strong work ethic, good judgment and problem-solving skills.
- ✓ Committed to achieving results under demanding time frames.
- ✓ Strong analytical skills; create complex or assorted information.

**To Apply:**

Please submit a City of Galena application. Please submit a resume Attention Shanda Huntington, City Manager

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PO Box 149  
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**Open until filled.**