



# CITY & BOROUGH OF WRANGELL

## JOB DESCRIPTION

**Position:** Borough Manager

**Reports to:** Borough Assembly

**Department:** Manager's Office

**Status:** Contract Employee

**Approved by:** Borough Assembly **Effective Date:** 10-1-2021

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The City & Borough of Wrangell job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

### **Summary:**

The Borough Manager directs and manages the operations of the Borough under general direction from the Borough Assembly. This includes management and provides oversight of all Borough departments and functions (with the exception of the Clerk's Office and School District) and coordination of special projects. The Borough Manager is responsible for the implementation of all policy set by the Assembly. Work may either be performed by the incumbent or delegated to subordinate staff. Manager advises and assists the Borough Assembly.

### **Essential Job Functions:**

- ◆ Directs and manages the operations of the Borough; provides direction for all Borough functions under the authority of the Borough Assembly, with the exception of the Clerk's Office and School District. Supervises all subordinate department directors and administrative staff. Hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all Borough employees through subordinate managers. Establishes policies and procedures for the overall Borough functions. Oversees and participates in the resolution of inquiries and complaints from the public and other organizations. Establishes, monitors and evaluates progress towards goals and objectives of the government.
- ◆ Serves as a liaison between Borough staff and the Borough Assembly. Attends all meetings of the Borough Assembly; briefs Assembly Members on pending agenda items and other Borough issues; responds to inquiries and provides Assembly Members with information on the status of Borough operations and projects; provides analysis to assist the Borough Assembly in making informed policy decisions; prepares meeting agendas; and provides support to the Borough Assembly Members as needed.
- ◆ Performs financial and managerial analyses for the Borough Assembly pertaining to Borough operations and programs; gathers information relevant to topic; evaluates data and makes

recommendations based on findings; prepares reports; and makes presentations to the Borough Assembly and other interested parties.

- ◆ Facilitates external communication; works closely with the Borough lobbyists and State and Federal officials regarding policy matters of priority of the Borough Assembly; maintains open communications with other municipal government officials and State and Federal dignitaries.
- ◆ Facilitates problem-solving at all levels; works with department directors to ensure effective collaboration and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
- ◆ Facilitates internal and external communication; conducts meetings with department directors and key management staff; focuses individual departmental efforts on the overall goals and objectives of the Borough.
- ◆ Responsible for the preparation of the annual budget; reviews departmental budget submittals; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements; is responsible for providing regular financial data to the Borough Assembly.
- ◆ Coordinates special projects for the Borough, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services; defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides managerial support to the project as needed.
- ◆ Assists the Borough Assembly with strategic and long-range planning for the Borough; participates in planning efforts at the local and regional level; keeps the Borough Assembly apprised of developments at the State and Federal level that impact the Borough; monitors pending legislation for impact on the Borough; oversees compliance with new legislation.
- ◆ Represents the Borough Assembly, and the Borough at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees, task forces, boards, and commissions; confers regularly with officials from other municipalities, the School Board, civic organizations, authorities, and commissions; provides information about Borough operations; participates in discussions and decisions; and keeps the Borough Assembly apprised of activities.

### **Qualifications:**

Is self-motivated with strong organizational and planning skills; has effective and proven management skills, including ability to communicate and work effectively with all levels of staff. Ability to perceive and analyze problems, develop alternatives, and make or recommend sound decisions. Effective oral and written communication skills are essential.

Requires extensive knowledge of laws related to local government and personnel. Has knowledge of modern budgetary principles and practices. Expertise in financial management aspects of local

government, including capital improvement program planning, taxation, philosophy, bonding alternatives and limits, traditional and innovative revenue sources, and experience in providing traditional municipal services within a framework of conservative fiscal values.

Knowledge of labor law, including demonstrated experience in personnel administration and a reputation for dealing fairly and effectively with union and non-union employees.

Familiarity with contract administration and government purchasing.

Ability to use personal computer, computer programs, and other electronic and digital devices.

**Special Qualifications and Management Style:**

- ◆ Ethical and promotes transparent and open government. Sets a good example through conduct and work habits. Motivates and develops staff.
- ◆ Encourages and promotes positive customer (citizen) service and appropriate response.
- ◆ Adaptable personality with skills to work openly and effectively with all persons, including those who possess diverse opinions and perspectives on the role of local government.
- ◆ Supports the concept that all citizens and elected officials should have access to information.
- ◆ Responsive to concerns and inquiries of citizens and elected officials. Follow-through is essential.
- ◆ Delegates while accepting ultimate responsibility.
- ◆ Balances pro-development philosophy with care and sensitivity.
- ◆ Makes timely decisions, and when necessary, defends or explains the reasons for decisions.
- ◆ Works cooperatively with and responds to appointed and elected officials, staff and the community.
- ◆ Committed to a team approach in working with staff by communicating, sharing information readily, and participating in problem solving.
- ◆ Able to maintain an open and honest relationship with the elected body. Is forthright in words and actions but not adversarial. Accepts the decisions of the majority and carries them forward assertively and effectively.

**Personal Characteristics:**

Alaska-based experience and knowledge is preferred. The Manager must be an assertive, intelligent, high-energy person who is a good listener. The Manager must possess strong interpersonal skills and the ability to resolve conflict and challenges in a variety of situations. The Manager must practice public openness and process and be of unquestioned personal and professional integrity. The

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Manager must project a professional presence in manner, appearance, and behavior and be willing to devote time to meetings and activities occurring beyond normal business hours.

The public exposure of this position, the nature of the community and the scope of issues require an individual who is comfortable in the public forum and who is able to communicate on an open, honest basis with all groups. The Borough Manager must be politically astute and non-partisan.

#### **Physical Activities Include:**

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, and stooping. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Writing by hand and using a personal computer and other electronic devices. Long hours in front of a computer screen. Attend breakfast, lunch, and evening meetings throughout the year. Travel using air and/or water transportation to out-of-town meetings and functions.

#### **Education and Experience:**

Graduate of an accredited four-year college or university with a major in public or business administration. A MPA or MBA is desired.

Minimum of five years' experience in a supervisory, managerial, director, or lead capacity involving responsibility for planning, organizing, and implementing the mission of the organization, in municipal or general government is desired.

**Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.**