



City & Borough of

WRANGELL

A L A S K A

BOROUGH MANAGER

\$80,000 - \$110,000

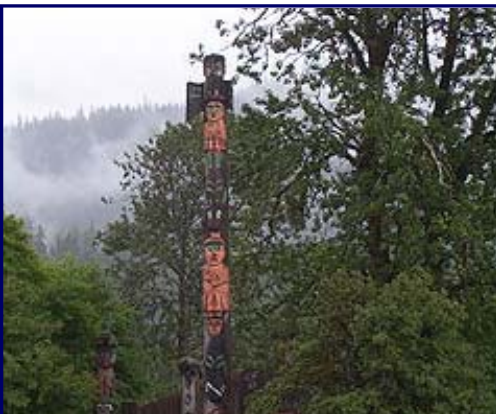
PLUS EXCELLENT BENEFITS

APPLY BY

March 29, 2009

(FIRST REVIEW, OPEN UNTIL FILLED)

PROTHMAN



WHY APPLY?

The Borough Manager position is a challenging and rewarding career opportunity for a talented public sector professional who loves both public administration and the great outdoors!



Wrangell is a friendly island community located in the heart of the pristine wilderness of the Tongass National Forest in Southeast Alaska. It is a full service community with great health care facilities, up-to-date communication systems, as well as dependable and regular air and ferry transportation to and from the island. Winters are mild, and summers are cool with light winds. Wrangell has small town charm and is a close knit community.



The City & Borough of Wrangell is financially sound and dedicated to providing outstanding services to its citizens and a welcoming experience to its visitors. If you are

interested in making a difference in an historic community that takes pride in its spectacular natural beauty, native culture, and quality of life, this is the right position for you!

THE REGION & COMMUNITY

Developed as a trading post for the native Tlingit and early settlers, Wrangell is the third oldest community in Alaska and the only city in Alaska to be ruled by four nations: Tlingit, Russia, England, and the United States. Located on the northern tip of Wrangell Island, Wrangell is a community of approximately 2,073 residents, set amid the forests and mountains of Alaska's Panhandle along the scenic Inside Passage. Several famous people have made their way through Wrangell in the past, including Wyatt Earp who served as a temporary marshal while on his way to the Klondike, and John Muir wrote of his adventures in Wrangell.

Wrangell's economy has been primarily natural resource based, focusing on timber harvesting and wood products manufacturing, and commercial fishing and seafood processing. More recently, tourism has played a much larger role.

Visitors to Wrangell will discover the grandeur of the Stikine River, majestic snowcapped mountains,

glaciers, abundant wildlife and spectacular fishing. Wrangell Island has over 100 miles of forest roads that offer mountain bikers, hikers, and other explorers access to remote lakes, rivers, and campsites. Several maintained trails provide access into the surrounding lush temperate rainforest.

Wrangell is also the site of Southeast Alaska's only regulation USGA golf course, Muskeg Meadows. It is open year round and has tournaments almost every weekend.

Since it's opening in 2004, the James & Elsie Nolan Center has become a well-established part of the Wrangell community. Housed within the Nolan Center are the Wrangell Museum, the Wrangell Convention Center, the Wrangell Visitor Center, and the Castle Mountain Theater.



James & Elsie Nolan Center

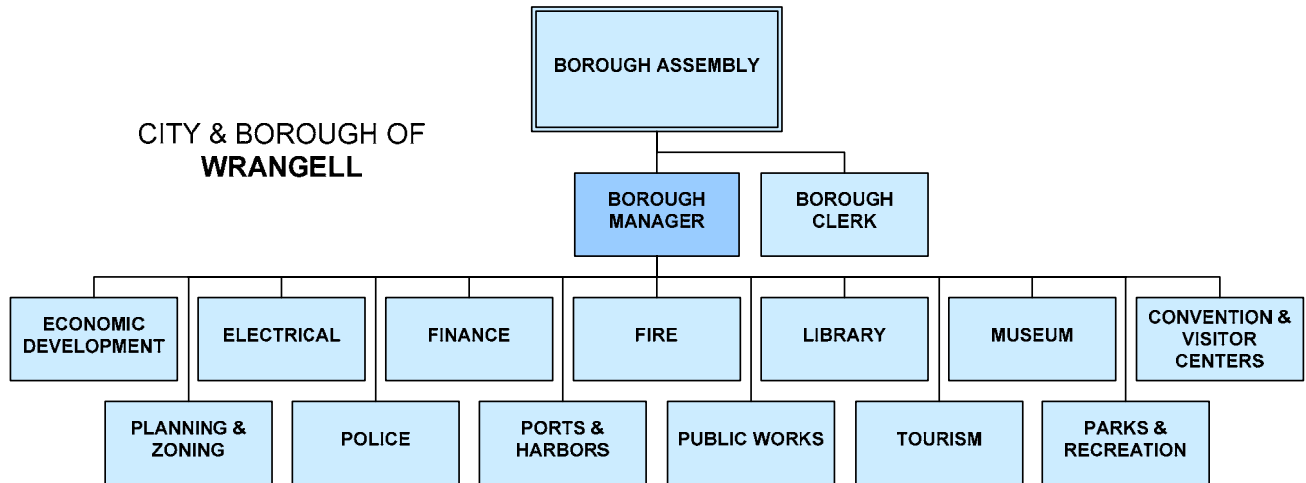
THE CITY & BOROUGH

Originally incorporated in 1903, the City of Wrangell became the City & Borough of Wrangell on May 30, 2008. The City & Borough encompasses approximately 3,465 square miles and now includes the small communities of Meyers Chuck and Thoms Place. The Borough Assembly is comprised of seven elected officers, including an elected Mayor. Assembly members serve staggered three year terms, and the Mayor is elected for a three year term and serves as chair of the Assembly.

The City & Borough of Wrangell is a unified home rule municipality with an Assembly-Manager form of Government. The Borough Manager is appointed by and reports to the Borough Assembly and is responsible for the day-to-day administration of all City & Borough affairs and serves as Chief Administrative Officer. The City & Borough currently employs 56.5 FTEs and has a 2008-2009 budget of \$13,104,642.

THE POSITION

The Borough Manager oversees the activities of the City & Borough's departments and implements policy. The Borough Manager directs issues to the Assembly for consideration, provides policy options, and also conducts research and analysis at the request of the Assembly.



The Borough Manager supervises department heads and coordinates the activities of the departments to meet overall organizational goals. The Borough Manager supervises the performance and work activities of staff, provides regular performance evaluations, and serves as the personnel officer for the City & Borough. The Borough Manager ensures submission of regular financial and accounting reports to the Assembly, as well as the annual budget and capital improvement program. The Borough Manager makes appropriate recommendations and ensures records and reports are made available for public review.



The Borough Manager represents the City & Borough and will meet with private citizens, civic groups, and business organizations to provide information on City & Borough policy, programs, and activities. In addition, the Borough Manager is expected to seek and apply for state and federal funding and other outside grant funding opportunities. The Borough Manager also serves as the primary contact for the media and will respond to citizen inquiries, questions, and complaints.

The current Borough Manager, Mr. Bob Prunella, has served in this position for the last nine years and is retiring.

CURRENT ISSUES & PROJECTS

➤ **TRANSITION TO A BOROUGH**
 With the recent transition from a city to a borough, the new Borough Manager will need to guide the organization through this process, including identifying mechanisms to provide services to the smaller communities that are only accessible by

boat. The Borough also has additional revenue from 500 tax lots which will need to be programmed into the Borough budget in terms of additional services.

- **DOWNTOWN REVITALIZATION PROJECT**
 This project will upgrade and replace sidewalks, reconstruct utilities, and resurface roads. The project strives to preserve Wrangell's history, culture, and character, while integrating the necessary infrastructure improvements. The engineering design phase began in the fall of 2008. This estimated \$7 million project is expected to be under construction in 2010.
- **FOUR DAM POOL**
 For many years, the City of Wrangell has been partner with other cities/boroughs for the delivery and distribution of hydroelectric power. The divestiture of the pool has resulted in the formation of a separate entity known as the Southeast Alaska Power Agency, including other cities/boroughs in the region. The City & Borough of Wrangell continues to evaluate its interests and options for providing sources of power to residents and commerce.
- **WATER**
 The City & Borough of Wrangell is currently working with the US Army Corps of Engineers to expand the capacity and safety of its water reservoirs. This is critical to residents, in addition to servicing water to local business and commercial operations into the future.
- **ECONOMIC DEVELOPMENT**
 Wrangell has recently seen declines in its economy due to constraints on the timber and fishing industries. Efforts will need to continue in diversifying its economy and determining new and different ways to retain and attract business and tourism to Wrangell.
- **AGING INFRASTRUCTURE**
 Many of Wrangell's roads and streets are aging and in need of overlays or reconstruction. This

will be an ongoing challenge for the new Borough Manager.

IDEAL CANDIDATE PROFILE

The ideal candidate will be a talented manager and leader who understands all aspects of local government. The new Borough Manager should be both “hands-on” and a strategic thinker who will look toward the future and will be receptive to new ideas and encourage creative solutions. The ideal candidate will have strong business and financial skills, experience in economic development, and demonstrated success in writing and securing grants. Successful candidates will also understand and embrace Wrangell’s critical tourism base.



The new Borough Manager will also be experienced as a collaborator and positive relationship builder with other organizations and institutions in the community. This will

include the Wrangell Public School District, Wrangell Medical Center, Alaska Island Community Services, Wrangell Chamber of Commerce, and a myriad of other local and state agencies, churches, social and health services, service organizations, and community groups.

Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the Assembly, community groups, and other boards and committees. The selected candidate will be politically astute and demonstrate an unquestionable sense of integrity.

The successful candidate will delegate appropriately and have the ability to foster a strong team environment. He or She will have a track record of implementing policies and systems to create and maintain a customer service focused culture.

The new Borough Manager will be a good listener who consistently deals well with personnel throughout

all levels of the organization. The candidate will also bring an appropriate sense of humor to the job, as well as a flexible “can-do” attitude.

The new Borough Manager will be involved in the community and have the ability to communicate effectively with citizens representing diverse viewpoints. Being accessible and approachable by citizens is a must. Possessing very good people skills will be a plus. It is important that the selected candidate also value the natural beauty of the area and engage in the recreational and cultural activities Wrangell has to offer.

EDUCATION & EXPERIENCE

Competitive candidates should have at least five to seven years of senior public sector management experience, such as city/borough manager/administrator, deputy/assistant, or department director, in a city or county or other applicable public sector agency of similar or larger complexity and size. A bachelor’s degree in public administration, business, or other applicable field is required. A master’s degree is preferred.

COMPENSATION & BENEFITS

- **\$80,000 - \$110,000**
- Employment contract with severance
- SBS - Social Security Replacement
- Medicare (1.45% employer’s share)
- Deferred Compensation
- \$30,000 of term Life Insurance
- Blue Cross Health Insurance (City pays total premium for employee and dependents)
- 1 Sick Day per month
- 11 paid Holidays and 1 Floating Holiday
- Vacation
- Vehicle furnished
- Cell Phone furnished

For more information about the City & Borough of Wrangell, please visit:
<http://www.wrangell.com/>

The City & Borough of Wrangell is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 29, 2009** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or mail to the address below. The application form and the supplemental questions can be found at www.prothman.com.

PROTHMAN

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