



CITY ADMINISTRATOR

\$60,000 - \$85,000

Plus Excellent Benefits

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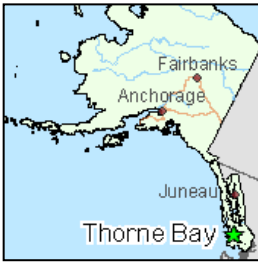
February 9, 2020

(First Review, Open Until Filled)

PROTHMAN



THORNE BAY, ALASKA



Thorne Bay is a close-knit, friendly island community located in the heart of the pristine wilderness of the Tongass National Forest in Southeast Alaska. Just 47 air miles northwest of Ketchikan on the east coast of Prince of Wales Island, the third largest island in the United States, Thorne Bay has approximately 524 residents and is the third largest city on Prince of Wales Island. The community is divided geographically by Thorne Bay with the main town site and a majority of the services located on the north side of the bay, and additional residential, commercial, and industrial subdivisions located on the south side of the bay.

Officially incorporated in 1982, the first major settlement in the area was built around the logging operation of Wes Davidson. Thorne Bay developed as a result of a long-term timber sales contract between the U.S. Forest Service and the Ketchikan Pulp Company. In 1962, Ketchikan Pulp moved its main logging camp from Hollis to Thorne Bay. At the time, it was considered to be the largest logging camp in North America.

Today, Thorne Bay is full-service community with dependable and regular air service and ferry transportation to and from the island, with float plane service directly to Thorne Bay. The City is dedicated to providing outstanding services to its citizens and a welcoming experience to its visitors in a charming community. Mild winters and cool summers allow for residents and visitors to enjoy an abundance of hiking, backpacking and camping.

Thorne Bay is a fisherman's paradise and offers saltwater sport fishing, as well as freshwater stream and lake fishing. The island boasts world class charter fishing trips, and is famous for steelhead, sockeye salmon, coho, halibut, red snapper, and other bottom fish. Sitka black tailed deer and black bear are the primary game animals on Prince of Wales Island. The island also supports several packs of wolves. Eagles are a common sight and waterfowl abound during the nesting season. Several species also spend the winter in the area, including the trumpeter swan.

THE CITY

With a FY2020 budget of approximately \$1.5 million, the City of Thorne Bay is a full-service city with an exceptional workforce of 10 full time employees, and 1 part time employee. Thorne Bay operates under a Strong Mayor/Council form of government, with seven City Council members elected at large for three-year terms. The Council sets policies, passes laws, and establishes the budget. The Mayor is the chief executive officer of the city and is elected from the City Council for a two-year term by the voters of the city. The Mayor delegates authority to the City Administrator. The city has Commissions, that advise the Council on various topics.

City departments include: Administrator, City Clerk, Finance Officer, Accounts Receivable/Customer Service, Public Works, Water Utility, Sewer Utility, Solid Waste, Streets & Roads, Harbor, Parks & Recreation, City Council, Planning & Zoning, Emergency Services (Fire & EMS), and Law Enforcement (Village Public Safety Officer).

THE POSITION

The City Administrator, acting as the Chief Administrative Officer at the direction of the Mayor, oversees the day-to-day operations of the city and ensures that all functions of the city are carried out efficiently and effectively. The City Administrator directs, administers, and coordinates the activities and functions of the various city offices, departments, commissions and boards in implementing the requirements of city ordinances and the policies of the City Council.



Other Main Responsibilities Include:

- Prepares policy analysis and recommendations for the Mayor's consideration; analyzes and evaluates special problems; conducts independent studies; makes recommendations on issues and projects; and follows and coordinates City Council referrals and special projects.
- Determines long- and short-range city needs and recommends programs and solutions.
- Handles written and verbal citizen complaints, inquiries, and requests for service.
- Develops administrative policies and procedures.
- Serves as trainer for organizational development programs.
- Monitors the Alaska Administrative Code and state and national legislation; and reviews and comments on legislation and regulations.
- Represents the Mayor and/or the City Council at area, state, and national meetings and conferences.
- Responsible for the writing and administration of all grants applicable and necessary for city functions, including, but not limited to, Capital Improvement Projects, new construction, economic development opportunities, and infrastructure and facilities upgrades.
- Hires, supervises, disciplines, and evaluates all city employees.
- Directs care and custody of municipal property.
- Directs and supervises the construction, maintenance, and operation of municipal public works.
- Prepares and submits the annual budget and capital improvements program to the City Council, and keeps the mayor and Council fully advised concerning the financial condition and needs of the city.
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- Establishes rates, fees, or charges for services, leases, and programs provided or administered by the city, except where such rates, fees, or charges have been established by the Mayor or City Council, or the authority to establish such rates, fees or charges has been delegated to a board or other body.

OPPORTUNITIES & CHALLENGES

Remote Location Challenges

Attracting interest from internet and cell phone companies to upgrade local cellphone and broadband services has been a challenge for years, as Prince of Wales Island is home to less than 4000 residents. As well, Thorne Bay is located on an island that is accessed by ferries or planes. All goods, supplies, food, people, freight and mail come by either boat or air. The Alaska Marine Highway, Alaska Airlines, Inter Island Ferry, Island Air Service, Taquan Air, Pacific Airways, Sampson Tug and Barge, and Alaska Marine Lines all play a critical part in the daily lives of all residents, and are susceptible to local, State and Federal Funding. The new City Administrator will work to improve services and maintain funding to ensure that the best quality of life remains possible in Thorne Bay.

Managing Solid Waste

The City is a member of the Southeast Alaska Solid Waste Authority. The Authority was formed 10 years ago to address the growing volumes of waste in Southeast Alaska and the need to close the few landfills, including one in Thorne Bay. The Authority is working with a company in the lower 48 that ships and disposes waste, and Thorne Bay has been working to implement their program. Recycling will be a major key in keeping shipping and disposal costs low.

Economic Development

The City of Thorne Bay has developed and continues to follow a proactive strategic plan to identify opportunities to increase its population and tax base. The focus in the past 10 years has been on upgrading infrastructure, as much of the infrastructure in town was constructed to support a logging camp. As State and Federal funding continues to decline and competition for grants continues to grow. Thorne Bay has managed to secure in the last 14 years over 2.3 million in grant funding, 4.2 million in federal and state money, and 11.5 million in other revenue which has been used on capital improvement projects. The City has been very successful in learning to do more with less and has taken the initiative to be proactive in retaining and expanding business, acquiring a restaurant, leasing lots for business operations, and remodeling City Hall to provide lease space for the Tongass Credit Union and Southeast Alaska Regional Health Consortium.

Capital Improvements

In 2011 the City conducted numerous public meetings to compile a list of short- and long-term priorities to expand on the strategic plan. From that list, the City acquired a restaurant which is now owned by the Southeast Island School District and leased out. The City has also conducted a Waterfront Master Plan, finished the Davidson Landing Harbor Facility, paved one half mile of Sandy Beach Road past the Thorne Bay School, and is currently upgrading the Water Treatment process and installing disinfection treatment for sewage disposal. Improvements to the solid waste baler should be complete by year's end. Work has also begun on improving the Kasaan Road, and a pedestrian trail is approved for construction along the Thorne Bay Road.

Maintenance of City Roads

The roads in Thorne Bay were first laid out and built to serve a logging camp, and maintenance of the roads and equipment to maintain them was funded through the logging camp and Federal and State funds. Now that the logging camp is gone and Federal and State funds are drying up, there is less money for road maintenance while equipment continues to age, and demand for better road maintenance continues to grow. With no property tax, the City is faced with a real challenge that the new City Administrator is expected to tackle.



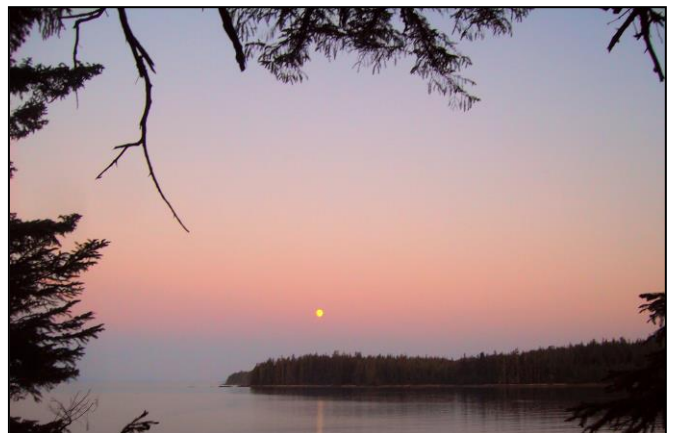
Emergency Services

The City has both a Fire Department and Emergency Medical Department. The Fire Department is staffed by volunteers and has a firehall on both sides of the bay. The last structure fire was 8 years ago. The Emergency Medical was run by the City until 2018, when the City contracted with the City of Klawock to run the Emergency Medical Department. A lack of volunteers has made it very difficult to keep both these operations operational and it is a serious island wide issue that is constantly discussed between the communities.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public administration, business, or related field, and a minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required. Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job may substitute.



Necessary Knowledge, Skills and Abilities:

- The ideal candidate will be a talented manager and leader who understands all aspects of local government. The new City Administrator 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 candidate will have a proven track record for delivering results in moving projects and issues forward to completion.
- The ideal candidate will have strong municipal financial and budgeting skills and be a responsible steward of the city's finances. Successful candidates will have experience in economic development, and demonstrated success in writing, securing, and monitoring state and federal grants. Successful candidates will have critical positions in the City Emergency Response Plan and will be required to have or obtain FEMA's Incident Command System level 100 and 200 courses.
- The new City Administrator will understand and embrace the importance of establishing and maintaining relationships with neighboring cities, and state and federal agencies and officials which Thorne Bay depends on for funding and regulatory guidance and compliance. The new City Administrator will also be experienced as a collaborator and positive relationship builder with other organizations and institutions in the community. This will include the Southeast Island School District, and the U.S. Forest Service Thorne Bay Ranger District, which are the largest employers in Thorne Bay and important partners in the future of the community.
- The successful candidate will have the ability to foster a strong team environment. He or She will have a track record of working well with staff and being accessible and will have the ability to gain trust and credibility. The new City Administrator will demonstrate an unquestionable sense of integrity and honesty.

- The new Administrator will have a working knowledge of all City Departments and be able to assist as needed in daily operations.
- The new Administrator will be a good listener and consistently maintain a flexible “can-do” attitude yet is not afraid to make the tough decisions when required. Flexibility is very important in an Alaskan climate which can disrupt or delay projects.
- Candidates will be able to organize and express ideas through excellent oral and written communications to the Mayor and City Council, citizens, and other groups in the community.
- Thorne Bay is a small community and it is very important for the new City Administrator to understand its small-town history, embracing the informality, friendliness, and sense of humor of its citizens, organizations, and business owners. Being accessible and approachable 24/7 by citizens and possessing very good people skills a must. It is important that the selected candidate also value the natural beauty of the area and engage in the outdoor activities Thorne Bay has to offer.

COMPENSATION & BENEFITS

- **\$60,000 - \$85,000 DOQ**
- Medical, dental, vision, and audio coverage – 80% employer paid premiums
- Life and AD&D insurance
- Sick leave
- Annual leave
- 11 paid holidays
- Alaska State PERS program
- Cell phone
- Professional services contract with severance
- Relocation assistance negotiable

Please visit:
www.thornebay-ak.gov

The City of Thorne Bay is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 9, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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