



CITY OF
DILLINGHAM
ALASKA

CITY MANAGER

APPROXIMATELY \$130,000 DOE

Plus, excellent benefits that may include City provided housing and relocation expenses.

Apply by
November 17, 2024
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Dillingham, Alaska, is a small remote city located in southwestern Alaska along the coast of Bristol Bay. It serves as the hub for the Bristol Bay region, providing essential services, transportation, and economic activity for the surrounding communities. The area offers both its residents and visitors modern luxuries all while being immersed within the breathtaking splendor of the Alaskan wilderness.

Dillingham has a population of nearly 2,300 people and is known for strong ties to fishing, particularly the commercial salmon fishing industry, which plays a central role in the local economy. Dillingham spares no convenience, offering an abundance of necessities. With two grocery stores, two hardware stores, and a diverse array of small businesses, the needs of both the fishermen and the visitors are thoroughly catered to.

The city is accessed primarily by air and water, as there are no roads connecting Dillingham to the rest of Alaska's highway system. This isolation has fostered a close-knit community with a strong sense of independence and resilience, and a source of immense pride in its warm, small-town hospitality.

Dillingham is also rich in Alaska Native culture, with a significant portion of the population being Alaska Native, particularly of Yup'ik descent. The city has a strong connection to its cultural heritage, with subsistence activities such as fishing, hunting, and berry picking remaining important aspects of daily life.

The area surrounding Dillingham is known for its year-round, natural beauty, with vast wilderness areas, rivers, and lakes offering abundant opportunities for outdoor activities such as fishing, boating, and wildlife viewing. The city is also a gateway to Wood Tikchik State Park, one of the largest state parks in the United States, known for its pristine landscapes and diverse ecosystems.

THE CITY

The City of Dillingham is governed by a City Council of six-members who are elected at large by the residents to three-year terms. The Council services as the legislative body for the City and establishes policy statements that affect the overall operation of the City. The City Manager is appointed by the City Council and is the administrative head for the City and as such supervises all other departments and employees either directly or indirectly. It is the manager's responsibility to carry out the policies and programs established by the Dillingham City Council in a manner consistent with municipal ordinances. In addition to these and many other responsibilities, the City Manager submits to the City Council such plans, programs, reports and recommendations which will accomplish the purposes of good government within Dillingham.

Dillingham provides a full range of municipal services that fall under nine departments: Administration, City Clerk, City Council, Emergency Operations Center, Finance, Human Resources, Library, Planning, Port, Public Works, and Public Safety. Dillingham employs 56 FTEs on an FY 2024 budget of approximately \$27,574,449.



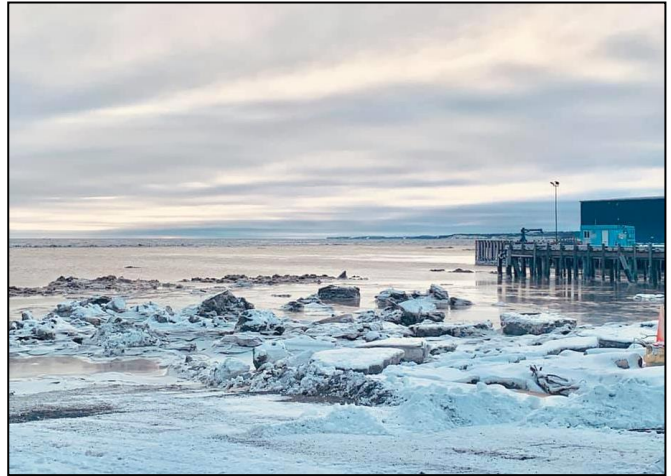
To learn more about the City of Dillingham,
please visit: www.dillinghamak.us

THE POSITION

The City Manager ensures that the policy direction set by City Council is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner. The City Manager's duties include preparing a recommended budget for the Council; recruiting, hiring, and supervising City of Dillingham staff; enforcement of ordinances; purchasing and contracting; supervision of fiscal operations; and providing the City Council complete objective information to support the City Council in its decision-making process.

Essential Job Duties Include:

- Appoint city employees and administrative officers.
- Hire, suspend or remove employees according to personnel procedures.
- Supervise enforcement of city law.
- Prepare and submit the annual budget and capital improvement program for the council.
- Execute the budget and capital budget as adopted.
- Make monthly financial reports to the council on city finances and operations.
- Report to the council at the end of each fiscal year on the finances and administrative activities of the city.
- Prepare and make available for public distribution an annual report of city affairs.
- Serve as city personnel officer unless the council authorizes the manager to appoint a personnel officer.
- Direct the care and custody of all municipal property.
- Direct and supervise the construction, maintenance, and operation of municipal public works, excluding schools.
- Make such recommendations to the council as deemed expedient or necessary.
- Assign, at his discretion and subject to council approval, additional functions or duties to offices, departments or agencies established by ordinance and likewise transfer functions or duties from one office, department or agency to another, or establish a distribution of work among the divisions of officers, departments or agencies.
- Attend city council meetings and participate as directed.



- Administer and manage the water and sewer distribution utilities and other municipal services by means of officers and employees as he shall appoint.
- Execute other powers and duties specified in Title 29 of the Alaska State Statutes or lawfully prescribed by the city council.

To view the full job description, please see the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

- The incoming City Manager will prioritize the replacement of aging infrastructure, which is one of the key challenges facing the city.
- The City's harbor is home to a fishing fleet that is central to the community economy. The harbor and port are iced over during the winter which results in a seasonal economy and puts demands on staff and infrastructure. The incoming City Manager will understand this challenge and take steps to ensure the economy thrives within the seasonally available months.
- The successful candidate must be familiar with the dynamics of small communities and be able to navigate the local politics, particularly as someone from outside the area. The incoming City Manager will have experience working alongside various strong-minded groups, finding middle ground, and acceptance with varying personalities.
- It is imperative that the City Manager sets an appropriate level of professionalism, leading by example inside and outside of the City Hall. The selected candidate will take steps to be involved within the community, while maintaining said professionalism.

EDUCATION AND EXPERIENCE

- A bachelor's degree in public administration.
- In lieu of a degree, ten (10) years of supervisory experience in a related administrative capacity may be considered.
- A master's degree in a related field is preferred.

Candidates who possess any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform this position's essential duties and responsibilities may be considered.

COMPENSATION & BENEFITS

- **Approximately \$130,000 DOE**
- Health, Vision, and Dental Insurance
- Life Insurance
- Accrued Paid Leave
- 10 Paid Holidays and 2.5 Floating Holidays
- Alaska PERS Retirement Plan
- Workmen's compensation Insurance
- Unemployment Insurance
- Potential City-Provided Housing & Relocation Expenses



The City of Dillingham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 17, 2024** (Applications reviewed as submitted. 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 "**Open Recruitments**", select "**City of Dillingham, AK – City Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

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www.prothman.com

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