

City & Borough of Wrangell

Position Description

Position: Borough Manager	Position Number:
Department/Site: Administration	FLSA: Exempt
Evaluated by: Borough Assembly	Salary Grade: 34

Summary

Plans, organizes, and directs the overall administrative activities and operations of the City. Advises and assists the Borough Assembly; and represents the City and Borough interests with other levels and agencies of government, business interests, and the community at large. Researches, plans, and prepares the short and long range business plans for the City and Borough.

Distinguishing Career Features

The City Manager is the top executive and operations officer, accountable for accomplishing short and long range business and program objectives. This is an appointed position.

Essential Duties and Responsibilities

- Develops, plans, and implements, with council participation, goals and objectives for the Borough. Recommends and administers policies and procedures necessary to provide municipal services. Approves new or modified programs, systems, administrative and personnel policies and procedures.
- Provides highly responsible support to the Borough Assembly. Directs specific and comprehensive analyses of a wide range of municipal policies. Prepares and submits to Borough Assembly reports of financial and administrative activities.
- Directs, oversees, and participates in the development of the City Manager's Office work plan. Assigns work activities, projects, and programs. Monitors work flow and reviews and evaluates work products, methods, and procedures.
- Directs the development, presentation, and administration of the City/Borough budget. Directs financial forecasting of funding needed for staffing, equipment, materials, and supplies. Monitors revenues and expenditures. Implements midyear adjustments.
- Appoints, trains, motivates, and evaluates City employees. Establishes performance objectives for departments and prepares and presents employee performance reviews.
- Represents the City in the community and at professional meetings. Participates on a variety of boards and commissions. Attends and participates in all Borough Assembly meetings.
- Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects.
- Establishes, implements, and oversees enforcement of operating policies, procedures, and ordinances. Administers specific program activities by planning, organizing, and supervising activities.
- Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest in or concern about the affairs of the City. Interprets, analyzes, and explains policies, procedures, and programs.
- Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

- The position requires advanced knowledge of modern theories, principles, and practices of municipal administration, organization, and economic development functions and services.
- Requires in depth knowledge of current social, political and economic trends and operating issues of municipal government.
- Requires specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Requires working knowledge of the principles and practices of municipal government budget forecasting, preparation, and administration.
- Requires knowledge of the principles and practices of organization, administration, and personnel management.
- Requires specialized knowledge of research and reporting methods, techniques, and procedures.
- Requires working knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Requires knowledge of City organizational goals and Assembly policy, and pertinent Federal, State, and local laws, codes, and regulations.
- Requires knowledge of the principles of supervision, training, and performance evaluation.
- Requires well-developed human relations skills to make public presentations to large and diverse audiences, establish performance standards, build effective teams, conduct negotiations, and show sensitivity to a diverse population of citizens.

▪ **Abilities**

- Requires the ability to carry out and accomplish the objectives of the position, provide effective leadership, and coordinate the activities of the City/Borough. Requires the ability to serve effectively as the administrative agent of the Borough Assembly.
- Requires the ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration.
- Requires the ability to effectively administer a variety of City-wide programs, administrative and budgetary activities.
- Requires the ability to identify and respond to public and City Council issues and concerns.
- Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations.
- Requires the ability to effectively and fairly negotiate appropriate solutions and contracts.
- Requires the ability to gain cooperation through discussion and persuasion, to select, supervise, train, and evaluate assigned staff, and to develop, prepare, and administer a large municipal budget.
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Assembly members, staff, committee members, other public officials, business leaders, and the general

public.

- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

- Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature and the ability to walk or move to various City locations.
- Requires the ability to use hearing and speech to make presentations to large audiences and to carry on conversations over the phone and in person.
- Requires near visual acuity to read printed materials and computer screens.
- Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

▪ **Education and Experience**

The position typically requires a master's degree in public administration, business, planning, civil engineering or the equivalent and eight years of progressively responsible municipal experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.