

City of Bethel Action Memorandum

Action memorandum No.	19-43		
Date action introduced:	July 23, 2019	Introduced by:	Mayor Watson
Date action taken:	July 23, 2019	X Approved	Denied
Confirmed by:	KM		

Authorize the Administrative Profile and Job Announcement for the City Manager Recruitment Process. Direct Gov HR to remove the Opportunities listing preventing the acting City Manager to hire a Planner and/or Chief of Police.

Attachment(s): City Manager Administrative Profile, Brochure and Advertisement Listings.

Amount of fiscal impact:		Account information:
Part of Ongoing Contract		10-52-544

Items of Particular Interest:

Salary \$125,000 - \$145,000 DOQ.

Qualifications and Experiences

The successful candidate will have the following qualifications and experiences:

- A strong commitment to creative problem-solving through teamwork and professionalism, outstanding supervisory and administrative skills, highly developed interpersonal and oral/written communication skills and ability to develop policies and procedures that evolve with the organization.
- A demonstrated record of leadership with a comprehensive knowledge of city/county management, governmental finances and budgeting, planning and growth, and consensus building.
- A bachelor's degree in public administration, public policy, business or related field and a Master's in Public/Business Administration from an accredited college or university is preferred along with extensive progressively responsible experience (5 to 7 years) in local government management, including significant experience at a senior level interacting with elected officials and other stakeholder groups. Experienced assistant and/or deputy managers/administrators are also encouraged to apply. Experience in Alaska is preferred.

From Sarah McKee, GOV HR:

1. Based upon information we have for positions similar to this in AK, I think this is the appropriate salary range for the position. It is possible that someone may seek higher than the range, but I believe this is the range that will attract well qualified candidates.
2. I believe I saw where you are already advertising for Police Chief applicants....not sure about the City Planner position. It would be my recommendation that these two key positions (department heads) remain vacant (or filled by interim personnel) until the new manager is on board. As noted in the brochure, these positions are open and would afford the manager the opportunity to bring on two key personnel to be a part of their team. If council does not agree with this, we need to revise the brochure prior to publication.
3. Realizing that the org chart shows 97 FTE and we state approximately 100 FTE's, it is fine since the part time positions would most likely equal 100 FTE's when calculated as a full-time equivalent.

4. We believe that the city will not need to pay the AK Municipal League Expense, so therefore the advertising expense would be \$2,150 based upon the list. We are happy to delete any of the ones listed, but we feel that these sources give us the best exposure to all candidates that might be seeking positions in AK. As noted above, there is no additional expense for the outreach we do through social media and our direct email approach to seeking candidates.
5. The application deadline is currently blank, but assuming that these would be approved at the 7.23.19 meeting, the deadline would be 8.23.19. and I will send over a recruitment schedule based upon that date so that we can plan future meetings to review applicants and interview candidates. It would be my preference that we establish those dates ASAP so the council can plan and it allows me time to make arrangements as well.