

City of Unalaska
JOB DESCRIPTION



CITY MANAGER	
DEPARTMENT-DIVISION	Administration
FLSA CLASSIFICATION	Exempt
EMPLOYEE GROUP	Non-Represented
GRADE	170
WORKING TIME	Full-time
REPORTS TO TITLE	Unalaska City Council (Mayor Presiding)
DIRECT REPORT TITLES	Executive Assistant; Deputy City Manager; Police Chief; Fire Chief; City Clerk; Directors of the Departments of Finance; Parks, Culture and Recreation; Planning; Ports & Harbors; Public Utilities; and Public Works
VERSION DATE	January 22, 2026

POSITION SUMMARY

The City Manager serves as the City’s chief administrative officer, under policy direction of the Mayor and City Council, and within the framework of City Code and applicable law. The City Manager is responsible for overall municipal operations; execution of City Council policies and strategic priorities; leadership of the executive management team; fiscal stewardship of City resources; and provision of professional, nonpartisan advice to elected officials. The position exercises broad authority over organizational structure, personnel management, budgeting, contracts, and intergovernmental relations.

ESSENTIAL FUNCTIONS

1. Executive Leadership and Administration

- Directs, coordinates, and evaluates all City operations through department heads.
- Establishes organizational structure, staffing levels, and service delivery approaches consistent with City policy.
- Ensures efficient, effective, and responsive municipal services.
- Identifies operational, organizational, and policy issues and implements or recommends improvements.

2. Policy Implementation and Strategic Planning

- Implements policies, ordinances, and directives adopted by the Mayor and City Council.

- Leads development and execution of the City's strategic plan, goals, and long-range priorities.
- Provides professional analysis, recommendations, and reports to support informed Council decision-making.
- Explains and defends City programs, policies, and actions to elected officials, stakeholders, and the public.

3. Executive Management and Workforce Leadership

- Recruits, appoints, evaluates, and, when necessary, disciplines or removes department directors and key staff in accordance with City code and policy.
- Builds and maintains a high-performing leadership team and organizational culture focused on service, accountability, and collaboration.
- Delegates authority appropriately and holds senior staff accountable for performance.

4. Financial and Budgetary Management

- Oversees preparation, administration, and monitoring of the City's operating and capital budgets.
- Ensures sound financial practices, internal controls, and compliance with applicable laws and regulations.
- Keeps the Mayor and City Council informed of financial conditions, trends, and risks.
- Participates in collective bargaining and labor relations strategy, in coordination with administration and human resources staff.

5. Mayor and City Council Support

- Serves as the principal staff advisor to the Mayor and City Council.
- Coordinates preparation of City Council agendas and ensures implementation of Council actions.
- Provides professional guidance on municipal operations, policy development, and community issues.

6. Intergovernmental and Community Relations

- Represents the City in dealings with other governmental entities, regional organizations, and external partners.
- Works with state and federal officials and lobbyists to pursue funding and legislative priorities; travels as required.

- Serves as the City’s chief spokesperson or designee, responding to media inquiries and community concerns.
- Engages with residents, businesses, civic organizations, and stakeholders to foster trust and transparency.

7. Professional Development

- Maintains knowledge of emerging trends, best practices, and legal developments in municipal governance and public administration.
- Participates in professional organizations and continuing education relevant to the position.

QUALIFICATIONS

EDUCATION

	REQUIRED	PREFERRED
LEVEL	Bachelor’s Degree	Master’s Degree
AREA OF EXPERTISE	Public Administration, Business Administration, Political Science or a related field of study	Public Administration or a related discipline

EXPERIENCE

	REQUIRED	PREFERRED
YEARS	10 years	
AREA OF RELEVANT EXPERTISE	Progressively responsible senior administrative or executive management experience in the public sector	Experience as a City Manager, Assistant/Deputy City Manager, or Department Director in a municipal government; experience with collective bargaining and labor relations
MANAGEMENT RESPONSIBILITY	5 years of experience supervising professional staff	

OTHER REQUIREMENTS

- Ability to pass background and regulatory screening as required.
- Ability to travel to meetings within the State of Alaska and elsewhere, including Washington, D.C.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of municipal operations, public administration principles, and local government finance.

- Strong executive leadership, organizational development, and strategic planning skills.
- Demonstrated ability to manage complex organizations and competing priorities.
- Excellent analytical, judgment, and decision-making abilities.
- Exceptional written, verbal, and interpersonal communication skills.
- Ability to work effectively with elected officials, employees, labor representatives, and the public.
- High level of professionalism, discretion, and ethical conduct.
- Proficiency with standard office software and municipal management systems.

WORK CONDITIONS

Work is performed primarily in an office setting with frequent meetings and periodic travel. Evening and weekend work may be required.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name