



CITY OF SAND POINT – CITY ADMINISTRATOR

FIRST REVIEW OF APPLICANTS: May 9, 2023. *Open until filled.*

SALARY: \$86,000 to \$100,000 DOE + benefits

Sand Point, also known as Qagan Tayagungin, is a city in the eastern portion of the Aleutian Chain. The 2022 DCCED estimate population is 579 residents. The population always swells in the summer as salmon fishing hits full stride. Sand Point is home to the largest fleet of commercial fishing vessels in the Aleutian region, and the city operates two boat harbors, along with the city dock.

Sand Point is located on northwestern Popof Island, off the Alaska Peninsula. It is in the Aleutians East Borough of Alaska, near the entrance to the Bering Sea. Almost half the inhabitants are of Aleut descent and support themselves by fishing and fish processing. There is a cold storage and fish-processing plant owned and operated by Trident Seafoods, and Peter Pan Seafoods has a support facility in the community. Sand Point has an airport with a 5,200 feet paved runway and near daily flights (weather permitting) to Anchorage, 575 nautical miles to the northeast.

To find out more about the City of Sand Point, visit www.sandpointak.com.



The City of Sand Point is seeking applicants for the position of City Administrator. The Administrator serves at the pleasure of the City Council. The City Administrator assists the City Council in developing policies through ordinances, resolutions and directives, and is responsible for policy implementation. This Anchorage-based, full-time position's duties include:

- Assist the Mayor in performing the administrative tasks of the City, and in assigning staff and operational duties.
- Assist in the preparation of the annual operating budget, approximately \$4M.
- Prepare written monthly report of activities and attend City Council meetings in Sand Point.
- Assist in preparation of monthly City Council agenda.
- Assist in capital project administration, procurement and construction administration.

- Write and administer grants.
- Assist in the procurement of goods and services.
- Assist City Clerk, Finance Officer, and other Department Heads as needed.
- Attend Regular and Special City Council Meetings.
- Work closely with City Attorney, City Lobbyist, auditors, and other consultants and contractors employed by the City.
- Other duties as assigned.

Qualifications: A Bachelor's degree in Public Administration, Business Administration or related field is required, plus a minimum of 5 years of progressively responsible experience in municipal government. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Preferred experience working in Rural Alaska, familiar with grant writing and construction projects. Applicants must be approachable and possess an ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

TO APPLY: Provide a cover letter, resume, and city application by 4:30 PM May 5, 2023 electronically to sptclerk@arctic.net (preferred)

OR, mail materials to

City of Sand Point
City Administrator Recruitment
3380 C Street, #205
Anchorage, Alaska 99503

For further information, please contact Jade Gundersen (sptcity@arctic.net) or by calling Sand Point City Hall at (907) 383-2696.

