

Executive Recruitment for

SEWARD, ALASKA

GovHR USA is pleased to announce the recruitment and selection process for **City Manager** for the **City of Seward, Alaska**. This brochure provides background information about the City of Seward and the municipal organization, as well as the challenges, opportunities and expected qualifications for the position. If living and working in a dynamic, sophisticated and progressive community surrounded by natural beauty interests you, submit a cover letter, resume and contact information for five (5) work-related references to www.GovHRJobs.com. Electronic submissions are required. The recruitment for this position will remain open until the position is filled, with a first review of resumes on February 18, 2019.

Questions regarding this opportunity should be directed to the Executive Recruiter working with the City of Seward:

Stephen B. Veitch, Vice President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3240
Cell: 480-216-9203
Formal Applications should be submitted to:
www.GovHRjobs.com

Additional information about the City of Seward can be found on the City's website: www.cityofseward.us.



CITY MANAGER



PROFESSIONAL ANNOUNCEMENT

Seward, Alaska (2,693) Beautiful and dynamic Seward, situated at the head of Resurrection Bay on the Kenai Peninsula, seeks a strong, collaborative and visionary leader to become its next City Manager. Founded in 1903 as the ocean terminus of what is now the Alaska Railroad, Seward is not only known for its natural beauty but also as Alaska's only deep-water ice-free port with rail, highway and air transportation to Alaska's interior and major urban population centers. This strategically positions Seward for Pacific Rim maritime commerce.

Seward is a progressive community with a year-round population of just under 3,000, an extraterritorial population of similar size that is served by Seward's electric utility and is active in the community, and a seasonal population exceeding 10,000, supplemented by arrival of two to three cruise ships per week during the season. Seward's citizens distinguish themselves through volunteerism and civic pride and involvement.

The operations of the City of Seward are complex, sophisticated, and broad in scope, including utilities, harbors and ownership of health care facilities. Exciting challenges and opportunities to partner with other entities, improve service delivery, and enhance the quality and performance of the municipal organization await the next City Manager. The City Council seeks candidates who will exhibit a welcoming and collaborative approach with all constituencies. This is truly an outstanding and unique career opportunity for an experienced, well-rounded and professional municipal manager. Seward is presently served by an Interim City Manager who will not be a candidate for the City Manager position.

The successful candidate will, without limitation, have the following qualifications and experience:

- Bachelor's degree in public administration, business administration or related field. Graduate degree in public administration or related field preferred.
- Seven (7) years progressively responsible experience in council/manager municipal government, with five (5) years at a management level. Experience as a city manager, assistant city manager, or other executive level position preferred. Rural community and Alaska experience a plus.
- Strong experience in budgeting and financial planning, utility management, public works, project management, human resources and employee relations, community development and economic development highly desirable.

- Strong leadership, interpersonal, communication and team-building skills essential.
- Knowledge and experience in emergency management, health care, environmental sustainability, renewable energy, maritime law and marine operations desirable.

Starting salary \$125,000 +/- DOQ/E. Competitive benefits package including participation in the Alaska Public Employees' Retirement System (PERS). Alaska does not have a state income tax.

Apply online with resume, cover letter and contact information for five (5) work-related references to Stephen Veitch, Vice President, GovHR USA at www.GovHRJobs.com. The recruitment for this position will remain open until the position is filled, with a first review of resumes on February 18, 2019.



COMMUNITY BACKGROUND

Seward, pronounced "Soo-word," is situated at the head of Resurrection Bay on the Kenai Peninsula. It is surrounded by majestic snow-capped mountains which are blanketed with lush green vegetation, trees and alpine wildflowers. Mt. Marathon is the western backdrop of Seward with Harding Ice Field lined along the back, extending to the coast. Chugach National Forest, Kenai Fjords National Park and Caines Head State Recreation area are nearby.

Founded in 1903 as the ocean terminus of what is now the Alaska Railroad, Seward prides itself, not only on its natural beauty, but as Alaska's only deep-water, ice-free port with rail, highway and air transportation to Alaska's interior and major urban population centers. This strategically positions Seward for Pacific Rim maritime commerce.

Seward is a progressive community that enjoys a beautiful and scenic natural Alaskan environment with numerous

visitor attractions. The town offers day cruises, kayaking, fishing, abundant marine activities and wildlife, unparalleled recreation and is the terminus for the Alaska Railroad. Seward was named All-American City in 1963, 1965, and 2005.

Seward experiences a maritime climate with average winter temperatures ranging from 17 to 38 degrees Fahrenheit and average summer temperatures ranging from 49 to 63 degrees Fahrenheit. Average annual rainfall is 66 inches. Average annual snowfall is 80 inches.

Seward's local economy is driven largely by the commercial fishing industry and seasonal tourism. Many of Seward's lodging facilities, restaurants and shops cater mainly to tourists, and open for business during the summer tourist season, generally mid-May through mid-September. Other major employers in Seward include the state-run Spring Creek Correctional Center, the Alaska Department of Labor and Workforce Development's AVTEC vocational school and the Providence Seward Medical and Care Center.



Seward is proud to be the home of the Alaska SeaLife Center. The Center is the only facility in Alaska that combines a public aquarium with marine research, education, and wildlife response. While primarily dedicated to marine research and education, the Center is the only permanent marine mammal rescue and rehabilitation facility in the state. The Alaska SeaLife Center lies at "Mile 0" of the scenic Seward Highway on the shores of Resurrection Bay. Visitors to its "windows to the sea" have close encounters with puffins, octopus, harbor seals, sea lions, and other marine life while learning about the work conducted both in the field and in the Center's laboratories.

Seward offers an unbeatable year-round quality of life and environment to attract residents, visitors and employees.

The spectacular mountain and bay scenery, with abundant land-based and marine wildlife, coupled with immediate access to pristine areas for hiking, mountain biking, mountain climbing, cross country skiing, snow machining, camping, fishing, white water rafting, dog mushing, sea kayaking, cold water scuba diving and other outdoor activities make the City of Seward a year-round outdoor playground for all ages.



Seward History

In 1792, Russian explorer Alexander Baranof arrived by boat in what is now known as Resurrection Bay. Baranof remembered the sheltered waters of the bay when he chose a place to build the Phoenix, perhaps the first ship built on the west coast of North America, in 1793-1794.

Seward is named in honor of William H. Seward, President Abraham Lincoln's Secretary of State. Secretary Seward was responsible for negotiating the purchase of Alaska from Russia in 1867. Settlement of Resurrection Bay began in the 1890's with the arrival of Captain Frank Lowell and his family. The founders and settlers of the town of Seward arrived in 1903 to build the railroad.

On Christmas Day, 1908, gold was discovered on Otter Creek, a tributary of the Iditarod River. The Iditarod Trail began as a mail and supply route from the coastal towns of Seward and Knik to the interior mining camps and beyond to the coastal communities of Unalakleet, Elim, Golovin, White Mountain and Nome. Later, in 1925, the Iditarod Trail became a life saving highway for epidemic-stricken Nome. Diphtheria threatened and serum was sent via dogsled to the western community. The Iditarod now is a national historic trail, and is called the "Last Great Race on Earth." Each year, an extremely

competitive dogsled race takes place over more than 1,150 miles from Anchorage to Nome. Mile 0 in Seward is marked by a historical monument.

Seward was incorporated in 1912. In 1915, President Woodrow Wilson chose Seward as the main railroad route into Alaska's interior. The fate of the railroad fluctuated for many years until the advent of World War II. During the war, Seward and its port prospered. Resurrection Bay became a strategic military port, and by 1944 the railroad was one of the most prosperous in the nation.

In 1964, an earthquake measuring 9.2 on the Richter scale was centered 95 air miles northeast of Seward. The quake, several tsunami waves, and resulting fires severely damaged the town and the rail yards. Eventually both the town and railroad were restored, but rail service took many years to recover. Remnants of that earthquake can still be seen along the waterfront today, with a movie being shown at the Seward Library during the summer months.

SEWARD AT A GLANCE

Year-Round Population: 2,693 (2010 Census); 2,831 (2017 estimate)

Seasonal Population:

10,000+; supplemented by visitors arriving by ship

Incorporated: 1912

City Budget: Approximately \$38 million (2019)

Land Area:

21.55 sq. mi. (14.11sq. mi. land; 7.44 sq. mi. water)

Total Housing Units: 1,086 (2010)

Households: 928 (2010)

Average Household Size: 2.14 (2010)

Average Family Size: 2.87 (2010)

Median Household Income: \$74,397 (2010)

Mean Annual Temperature: 40.6 °F



THE MUNICIPAL ORGANIZATION

Seward is a home-rule city located within the Kenai Peninsula Borough. A full-service City, Seward operates under the council/manager form of government. The Mayor and six City Council members exercise all legislative and policy-making powers of the City and perform all duties and obligations required by law. The City Manager is appointed by the Mayor and City Council, which also appoints the City Attorney and City Clerk. Year-round staffing is approximately 88 FTE. Seasonal employment increases staffing to approximately 150 FTE, with the bulk of the increase occurring in the Harbor and Parks & Recreation Department.

The Kenai Peninsula Borough was incorporated in 1964 as a second-class borough. An elected Mayor serves as the chief administrator of the Borough and works with an elected 9-member legislative assembly, on which Seward has one seat. The Borough is responsible for area-wide education, solid-waste management, planning and zoning, taxation and assessment. Local service area boards provide hospital, fire, and emergency and recreation services at the Borough level.



THE CITY MANAGER

The City Manager is responsible for administering the day-to-day operations of the City of Seward. Working with a professional staff, the City Manager ensures the provision of services and enforces the policies established by the City Council. The City Manager's direct reports include the Assistant City Manager, the Chiefs of the Fire and Police Departments, and the directors of the Building, Community Development, Finance, Human Resources, Parking, Parks & Recreation, Library & Museum, Electric, Public Works and Harbor departments.

The City Manager is required to reside within the corporate limits of Seward.

Challenges and Opportunities

Seward is a small community where big things are happening. The next City Manager can expect to work closely with elected officials, City staff, and other community stakeholders on a wide variety of challenges and opportunities, including:

- There is opportunity to create a new and positive organizational culture in Seward, to build a high performing municipal organization and to significantly improve relations with the community. The effort will involve strategic planning among elected officials, City staff and community stakeholders as well as staff and leadership development and team-building.
- Developing and maintaining a sustainable City long-range financial plan and budget. There is an opportunity to enhance methodology and develop more useful financial tools for the City Council, City staff and public.
- Overseeing planning, development and completion of significant municipal capital projects including renovation or replacement of City buildings, drainage diversion projects and continued expansion of the Seward Marine Industrial Center (SMIC).
- Working with the Alaska Railroad to support the replacement of the cruise ship and freight docks.
- Working with the Army Corps of Engineers to develop and implement a plan to replace the Lowell Creek Canyon water diversion works and outfall tunnel.
- Community and economic development opportunities and initiatives to address housing availability and expand housing stock, diversify the local economy and reduce the seasonal variation in economic activity.
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- Diversifying the community's energy portfolio through securing access to natural gas and developing alternative energy sources, including wind, geothermal, tidal and hydro.
- Electric, water and wastewater utility planning, operations, billing transparency, system expansion and upgrades.
- Review of the City Code to address inconsistencies, adoption of the current editions of reference codes, and re-engineering the code enforcement process.

- Addressing challenges in recruitment, compensation, development and retention of City staff, as well as staff succession planning.
- Helping to guide the organization and community through changes in the employee relations environment, including contract negotiations and possible opt-in under the Alaska Public Employment Relations Act (PERA).
- Hazard mitigation and response planning, and emergency operations planning.



CANDIDATE QUALIFICATION CRITERIA

The Seward City Council is seeking candidates with high integrity, a welcoming and collaborative approach, and an orientation toward results to serve as the City's next City Manager. The following education, experience, management and leadership style factors have been identified as important for candidates to possess and demonstrate.

Education, Experience, Knowledge and Skills

Candidates must have a bachelor's degree in public administration, business administration or a related field. A graduate degree in public administration or a related field is preferred.

Candidates should have at least 7 years progressively responsible experience in council/manager municipal government, with at least 5 years at a management level. Experience as a city manager, assistant city manager, or

other executive level position is preferred. Experience in a rural community is a plus, as is experience in an Alaska municipality.

Candidates must have strong interpersonal and team-building skills, strong oral and written communication skills, and strong public speaking and presentation skills.

Candidates should have extensive experience in municipal financial planning and budgeting, management of municipal utilities, municipal public works administration, contracts and project management, and economic and community development.

Candidates must have experience in municipal human resources management including recruitment, compensation, retention and development of staff, collective bargaining and succession planning.

Candidates must have experience in intergovernmental relations at the State and Federal levels, including procurement and administration of grants.

Knowledge and experience in emergency management, health care, environmental sustainability, renewable energy, maritime law and marine operations is desirable.

Experience in a coastal community and an intermodal transportation environment is desirable.



Management and Leadership Style

The City Council desires that Seward's next City Manager:

Be a person of humility who exhibits highest standards for honesty and integrity.

Be a person who welcomes diversity of opinion, who empowers staff and who seeks to build consensus.

Be a professional who keeps the City Council and City staff informed on issues, initiatives and projects.

Be a person who is energized by challenges and brings a creative and results-oriented approach to solving problems; a person who thrives in a place where there is real opportunity to make things happen.

Be a person who leads with an open style, views stakeholders as partners, and deals with all in a professional, fair, straightforward, and responsive manner.

Be a critical thinker able to distill information with clarity and who provides considered advice and a steady voice.

Be a person who believes in and has a history of organizational transparency and encouraging the involvement and input of staff.

Be a person who embraces cultural diversity and is naturally collaborative, with a desire and ability to work effectively with all stakeholders.

Be a person who exhibits a calm, disciplined and communicative demeanor.

Have a management style that involves delegation of responsibility and authority, accountability for achievement of goals and objectives, while encouraging staff and helping them to be successful.

Be a patient, resilient, and visionary leader with the ability to focus on the "big picture", anticipate problems and opportunities, and understand current and past practices without being constrained by them.

Be a good listener.

Be a person who meets people "where they are" and is committed to nurturing and developing talent in others.

Be a person who will be visible and involved in the community and who recognizes the value and importance of "quality of life" resources and activities.

Have a sense of humor.

Be someone who enjoys the outdoors and will relish the opportunity to live and work in a truly amazing place.

COMPENSATION AND BENEFITS

The starting salary for the City Manager is anticipated to be approximately \$125,000, dependent upon the qualifications and experience of the candidate selected. The City of Seward offers a competitive benefits package, including participation in the Alaska Public Employees' Retirement System (PERS). Alaska does not have a state income tax.

