



City and Borough of Sitka, Alaska

HUMAN RESOURCES DIRECTOR

\$105,248 - \$125,153

An Organizational Compensation Study is Currently Underway

Plus Excellent Benefits

Including up to \$15,000 in moving allowances.

Apply by
June 23, 2024
(Open Until Filled)

PROTHMAN



THE AREA



Located on the outer coast of Alaska's Inside Passage, the City and Borough of Sitka is settled on the west side of Baranof Island in the Alexander Archipelago, part of the Alaska Panhandle. Sitka offers unmatched natural beauty, a rich history, and endless recreational activities, from legendary fishing to world-class hiking.

Sitka is the fourth largest city in Alaska, with a population of nearly 9,000. It is renowned throughout the state as a cultural and educational capital. It is also a popular tourist destination and a port for major cruise lines that travel the Inside Passage. Sitka is accessible by air and sea, with several daily flights from Anchorage and Seattle and ferry service for passengers and vehicles provided by the Alaska Marine Highway System. The area has an oceanic climate with moderate temperatures, rarely below zero or above 75 degrees.

Sitka boasts a history dating back 10,000 years to when the Tlingit natives migrated to the area. Sitka became the Russian-American capital and was known as the "Paris of the Pacific." Many of the sites and traditions that make up Sitka's cultural heritage are still at the center of daily life in the bustling downtown. Sitka was the site of the ceremony in which the Russian flag was lowered, and the United States flag was raised after Alaska was purchased by the United States in 1867. The flag lowering and raising event is re-enacted in Sitka every October 18th - Alaska Day.

The spirit of community is strong in Sitka, and the crime rate is very low. The low-cost, high-quality services offered by the City and Borough and the State of Alaska rank among the best in the nation.



Sitka enjoys one of the most diversified economies in the state. Strong sectors exist in commercial fishing and fish processing, cruise ships, tourism, healthcare, education, and government agencies. Like much of Alaska's, Sitka's workforce tops national productivity and education norms. The overall education level of Sitka's citizens is substantially higher than the typical US community, with nearly 30% of adults having at least a bachelor's degree. A sizeable professional class is connected with the medical, education, natural resource management, and law enforcement sectors.

The nearby 17 million-acre Tongass National Forest provides ample opportunities for hiking, backpacking, and camping, and the island boasts world-class diving and charter fishing trips. Sitka Sound is well known for its world-class sea kayaking, ocean rafting, diving, and snorkeling. Sitka is a fisherman's paradise and offers saltwater sport fishing as well as freshwater stream and lake fishing.

THE CITY AND BOROUGH OF SITKA

The City and Borough of Sitka is a unified home rule municipality created in 1971 and encompasses 8,900 square miles, making it the largest incorporated city-borough area in the United States. The Borough shares governmental responsibilities with the Sitka Tribe of Alaska, a federally recognized Indian tribe. Sitka operates under an Assembly-Municipal Administrator form of government where the elected Mayor and Assembly members establish policy. Those policies are then implemented by the Administrator, who is appointed by the Assembly and reports to them. The Assembly comprises seven members, with the Mayor being the Chair, and meets twice monthly with special sessions to discuss timely issues.

Sitka provides a full range of municipal services, including Assessing, Centennial Hall, Clerk, Electric, Finance, Fire, Harbor, Information Technology, Legal, Library, Planning, Police, Public Works, Search and Rescue, Solid Waste, Water, and Wastewater. Sitka employs 180 FTEs and has significant capital and enterprise funds, operating on an FY 2024 budget of approximately \$100 million.

THE POSITION

Working under the general direction and supervision of the Municipal Administrator, the Human Resources Director oversees and is responsible for the planning, organizing, performing, and directing comprehensive human resources management ensuring compliance with federal, state, and local law, collective bargaining agreements, and CBS employment policies and procedures. The Director's work is performed independently and based on technical expertise with discretion subject to compliance with the law. The Human Resources Director assists and acts in a confidential capacity to the Municipal Administrator and other department heads who formulates, determines, or effectuates management policies. The new Director will directly supervise one employee in a Human Resources Generalist I/II position. To view the full job description, please see the attachment found [here](#).



EDUCATION AND EXPERIENCE

- Bachelor's degree from in Human Resource Management, Public or Business Administration, Industrial Relations, or a closely related field is required.
- Five (5) to seven (7) years of increasingly responsible experience in human resources and labor relations, including some supervisory experience is preferred.
- Candidates must possess a senior human resources professional certification with a recognized, accredited human resources organization (like SHRM-SPC or HRCI Senior Professional Certification) upon hire or be able to obtain one within six (6) months of hire.

Candidates who possess relevant education and experience and demonstrate their ability to perform this position's essential duties and responsibilities may be considered.

COMPENSATION & BENEFITS

- **Salary: \$105,248 – \$125,153 DOQ**
- Medical, Dental and Vision
- Life and AD&D Insurance
- Accrued Vacation Leave and Sick Leave
- 10 Paid Holidays and 2.5 Floating Holidays
- Alaska PERS Retirement Plan
- Alaska SBS
- FICA



To learn more about the City and Borough of Sitka, please visit:
www.cityofsitka.com

Photo Credit to Don Kluting; page 2 bottom, left picture. The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 23, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City and Borough of Sitka, AK – Human Resources Director" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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