Borough Manager

Haines Borough is seeking a confident, strong, and consensus -building leader.

Haines, Alaska

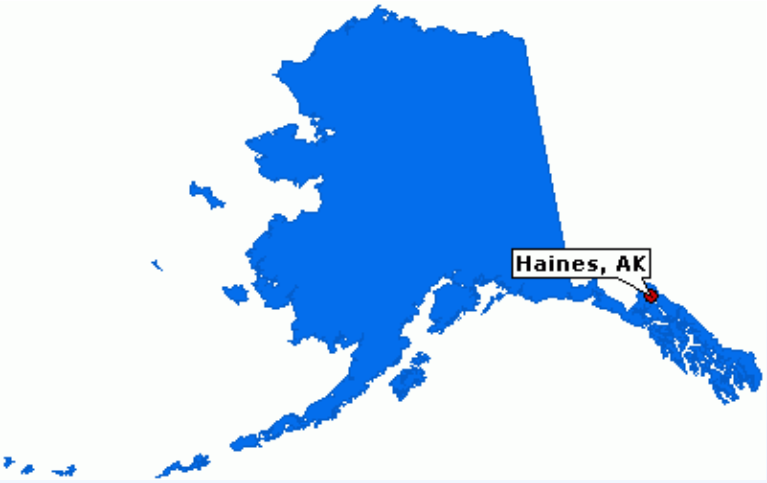
The Community

Haines is one of the most ruggedly beautiful places on earth, attracting an eclectic mix of philosophers, artists, commercial fishers, adventurers, professionals and trades people. Native peoples, Canadians, Americans, British and Russians have all contributed to the storied history of the people and area. Haines is located in the northern section of the Alaska panhandle. Surrounded by snow-capped mountains, rainforests, and wild rivers, Haines has an alluring appeal to anyone with a camera, a canvas, and a free spirit. This has resulted in a mix of people born to the area and others who came to visit and never left.

The people of Haines are a passionate people who value the freedom of a near-frontier life. The areas remoteness creates a strong sense of a family community, where differences of opinion are shared enthusiastically, contrasted by an "all come together" spirit whenever and whatever the community need might be. Haines is a collection of versatile people, many of whom--native and non-native--adhere to a subsistence lifestyle that embraces hunting, fishing, gardening and artisanal practices. Haines also has the most artists per capita of any town in the US under 10,000.

The community is packed with events throughout the year that feature local talent in theater, music, arts and festivals that are cherished by locals and the thousands who come to the community to vacation. There is a deep entrepreneurial spirit with many self-starters who have opened a business in the town. There are currently 400 businesses in town, mostly small and independent.

Education The Haines Borough School District provides K-12 with three divisions in a single building: Haines Elementary, Haines Middle, and High School, and they also operate the Haines Home School. The District student enrollment has varies from year to year and tends to be between 250 and 300, currently stands at 275 as of October 27, 2015. The District provides laptop computers to all its high school students, laptops are available for classroom use in grades three through eight, and mobile devices are available to kindergarten through third grade.



HAINES
The Adventure Capital of Alaska

Community, Volunteers

Independence

A long-time resident said, ***"The people who are here are here on purpose, and they have a way of becoming protective about the place. The remoteness of the community only fortifies this characteristic, because there is no one else to rely on except the people you see around you every day."*** Residents of Haines don't wait for others to take care of the needs of the community, they do it themselves. They insist on quality schools, create non-profits (over 75) to do everything from promoting Arts to helping military veterans.

An involved citizenry: Haines people are very generous and engaged in civic life. The mentality that has shaped a town is one where individuals feel like their involvement makes a difference. Almost everyone, including youth, volunteer from a few hours a year to hundreds of hours to serve community needs. The highly educated populace (There are more college degrees per capita than any other municipality in Alaska) is full of determination and capability that has produced impressive projects such as the award winning library (awarded best small town library in the USA), the Chilkat Center, veterans' housing, and the central playground for children completely constructed by the citizens of Haines.

Community Organizations: Haines has established numerous organizations that provide opportunities to connect, explore, rejuvenate, learn and give back. Some of the organizations include: Alaska Arts Confluence, Alaska Bald Eagle Festival, Big Brothers and Big Sisters Alaska, Chilkat Valley Community Foundation, Chilkat Valley Preschool, Alaska Chilkoot Bear Foundation, Children's Reading Foundation of Haines, Chilkat Center for the Arts, Chilkat Snowburners, Chilkoot Indian Association, HARK, Haines Arts Council, Haines Bikes, Haines Chamber of Commerce, Haines Emblem Club, Haines Friends of Recycling, Haines Farmers' Market, Haines Gardeners & Farmers, Haines Port Development Council, Hammer Museum, KHNS Radio, Lynn Canal Conservation, Lynn Canal Community Players, Rainbow Glacier Camp, SAIL (Southeast Alaska Independent Living), SEA Trails, Sheldon Museum, Southeast Alaska State Fair, Takshanuk Watershed Council, The Ugly's of Haines, Haines Sportsmen's Association, Community Education, American Legion and Women Hunting Alaska to

Something for Everyone

Cross country skiing, snow machining, snow-shoeing, ice skating, ice fishing and hunting are some of the many things to do during the winter months. Haines has been ranked as the number one heli-skiing destination in the world, attracting skiers and snowboarders from around the world. Most skiing and snow-machining takes place up on the Chilkat Pass at the Haines Summit, about 40 miles out of Haines. Basketball is extremely popular during the winter months in Haines. Almost every evening of the week sees various age groups and leagues playing ball at the High School Gymnasium. Cycling: Haines has quite a few good mountain bike and road bike trails. Perhaps the biggest cycling event of the year is the Kluane to Chilkat International Bike Relay run between Haines Junction and Haines every summer.

The Haines Borough Public Library sponsors a bike-a-thon every spring to raise money. Climbing: Haines is a climbing nirvana, with towering peaks and glistening glaciers all around. The climbing community includes the likes of John Svenson and the folks at the Alaska Mountain Guides. Ice climbing is also a popular winter activity. Dancing: Dance classes are offered year round at the Chilkat Center for the Arts. Exciting sport fishing opportunities are plentiful from April to November, both saltwater and freshwater. Several charter operators offer fishing trips from the Haines Small Boat Harbor for five species of salmon, plus halibut and rockfish. King salmon are caught all season, with the Haines King Salmon Derby held in late May and early June. Guided fishing is also available on Chilkat and Chilkoot Lakes.

Other area activities include Dog Sledding, Fishing, Golf (9 holes), Recreational and guided hiking, Horseback Riding, Kayaking, Rafting, Swimming (The Haines School Pool is where almost all Haines swimming takes place). Softball, Tennis, and Volleyball.

Challenges and Opportunities : Anyone planning a move to Haines should be prepared for a 4-season climate. The summers are dry and warm with very long days reaching 20 hours of daylight. Winters have short days (6 hours of daylight on December 21) and can be cold; although by Alaska and Midwest standards, they are fairly mild with average high temperatures in January of 30 degrees. Haines has had numerous Borough Managers who have averaged about a year in office. The constant turnover has created a leadership void that has impacted projects and confidence. There have also been turnovers in the Police Department, including Chiefs. The Borough elected officials and citizens are looking to change that trend and find the right people and create a great environment.

Current Projects and Priorities

- Harbor project: Haines has been granted $19 Million to expand the harbor. A significant waiting list continues to grow as boating and fishing enthusiasts wait for slips. The idea to expand is popular, however the design continues to be debated.
- Sewer plant rebuild: The sewer treatment facility needs renovation. Set asides and additional grants will be used for the rebuild.
- Lutak dock: The Lutak dock is in need of a major and costly renovation. The community depends on the dock for the transport of goods. Some grants and capital funds have been identified, but more funding is needed.
- Get to know the community and gather input.
- Become informed on the Tier 3 River designation: The Borough is debating a Tier 3 River designation for the Chilkat River. This has environmental, tourism, and future mining implications mixed together.
- Create open and accessible channels of communication between the public and government.
- Participate in Strategic Planning designed to identify a 5-year vision and subsequent priorities and work plan.
- Get to know the Assembly and all the staff.
- Review the organization and make appropriate changes over time.
- Work with the new Police Chief who will be arriving at the same time to help create a great team with the rest of the employees.
- Become familiar with the budget and begin the process of prioritization.

Transportation and Economy

Local Economy and Transportation : The Haines economy centers primarily on Tourism and Fishing. There are also a large number of retirees who draw pensions in the community. Haines is a port-of-call to several cruise ship operators, including Princess Cruises and the Holland-America Line. The cruise ship visiting frequency is about 18 per season, bringing visitors from around the world.

Haines is much more accessible than most other southeast Alaskan communities of its size, as it is connected to the North American highway system by the Haines Highway, which passes through British Columbia on its way to the junction with the Alaska Highway at Haines Junction, Yukon. However, the primary mode of intra-Alaskan transportation is by the Alaska Marine Highway with regular service to Juneau. The Haines Airport also receives a large amount of traffic, with three carriers serving connecting to Gustavus, Skagway, Sikta, and Juneau.

The Culture

Most of the citizens personally know the employees at Borough Administration, as well as the elected officials, and probably have a connection to them outside of government. Customer service is familial, casual, comfortable, and not heavy on protocol, procedure and formality, compared to other municipalities. The look and feel around the Administration building is relaxed yet professional. The dress is casual and reflects the outdoor nature of the area. The elected officials rely heavily on the Manager to handle the day to day operations, set the tone for the employees, and engage with the citizens. The salaries for Borough employees appear to be lower than other Alas-

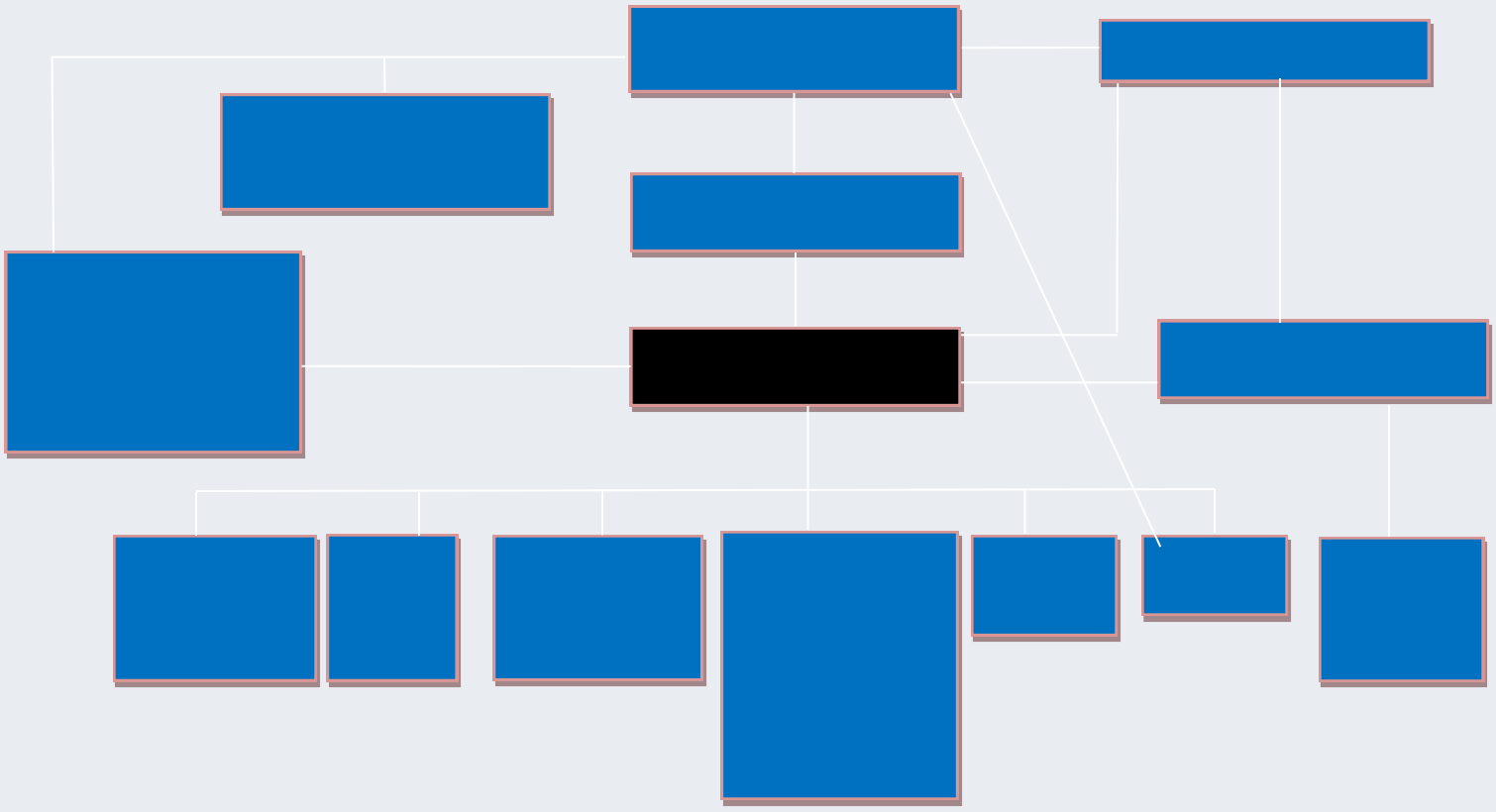
Organization

Borough Services: The Borough provides water, electric power and light, wastewater treatment, library, police and fire protection, ambulance, lands, street maintenance, ports and harbors, animal control, snow removal, public improvements, museum, park area maintenance, year round recreation programs, building inspections, planning and zoning, community and economic development, and general administrative services.
General Fund Budget - $7 million

Committees

The Borough has several appointed Ad Hoc Groups and Advisory Groups:

- Facilities Master Plan Steering Committee
- Haines Port Development Steering Committee
- Down Revitalization
- Picture Point Wayside Development Committee
- Planning Commission
- Tourism Advisory
- Chilkat Center Advisory Board
- Public Safety Commission
- Boat Harbor Advisory Commission
- Library Board



Haines Manager Position

The Borough Manager implements policy as set by the borough assembly and is the chief administrative officer of the borough reporting directly to the assembly and working at their will. This position is responsible for the effective and efficient administration of all borough services through the overall supervision of administrative staff and department heads. The manager performs duties under the directives of borough laws and ordinances within policy guidelines from the borough assembly. This position works closely with the mayor, borough assembly, borough officers, department heads, all special committees and boards, and the public. It is also a liaison position between the mayor/assembly and all department heads. The manager coordinates activities of the borough departments, borough officers, and committees and boards, and delegates duties as needed.

- Serves as chief administrative officer of the Borough and is responsible for the effective and efficient administration of all Borough services.
- Appoints department heads and directs the internal administration operation of all borough departments through department heads and borough officers.
- Serves as personnel officer. Is responsible for hiring and terminating borough employees subject to the provisions of Haines Borough code and all other pertinent laws and regulations.
- Is responsible for grant and contract administration and procurement.
- Works with the chief fiscal officer to prepare bond issues, local improvement districts and contracts.
- Acts as a liaison between the borough and local, state and federal agencies.
- Serves as the administrator to the planning commission.
- Prepares and implements the annual budget and capital improvement program.
- Implements adopted capital improvement, economic development, comprehensive, and other plans.
- Manages the borough's utilities.

Professional Leadership Characteristics

The Borough needs a confident, strong, and consensus building leader who has an easygoing and calm temperament. The person being sought will be an ideal mentor and facilitator, eager to engage the community, assembly, and staff. Preferred Characteristics Include:

- Be a creative problem solver
- Be organized and thorough with follow through
- Possess great people skills
- Possess exceptional communication skills including being a willing and active listener
- Able to deal with opinionated people without taking it personally
- Have a great sense of humor
- Able to build a trusting relationship with staff
- Able to deal with tense situations with a calm demeanor
- Intelligent, thoughtful, trustworthy and fair
- Leads by example through hard work, accountability, and integrity
- Have a “Coach-First” – “Mentor” mentality with staff

Background and Experience Sought

Qualified candidates shall possess a Bachelor’s degree in public administration (Master’s preferred) or a closely related field and at least Five years of increasingly responsible management experience in an executive position such as department head, assistant manager, Borough manager or administrator. Knowledge of Utilities is also desired.

- Experience in budget preparation, policy, strategy and presentation
- Experience building strong relationships with the elected officials
- Working knowledge with Public financing techniques
- Experience with economic development/ redevelopment
- Experience with housing development
- Understanding of electric, water, sewer and internet utility operations.
- Background in union and human resources activities, performance evaluation and staff development
- History of strategic planning and implementation
- History of involvement in professional and community organizations
- Infrastructure repair/replacement

Traveling to Haines

Transportation and Lodging will be provided for finalists.

Haines is located on the shores of the northern Lynn Canal, the deepest, longest fjord in North America. Surrounded by snow-capped mountains and hanging glaciers, Haines is truly in the most scenic setting one could imagine for any destination in Alaska. Just north of Juneau and a little south of Skagway, Haines is only 40 miles from the US/Canadian border and is accessible by road, air, and water. - See more at: http://www.visithaines.com/gettingtohaines.

Borough of Haines, Alaska

Borough Manager

Job Posting

Salary Range: $90,000—$120,000

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Position profile is available at www.brimgroup.com. Email resume, cover letter and 5 references to Haines@brimgroup.com by 3/28/16. Please direct questions to Richard Fursman at richardfursman@hue.life or (651) 338-2533. For additional information about Haines, please visit: http://www.visithaines.com/

Time Table

March 25
Deadline for Applications

April 19
Present Candidates
Selection of finalists

May 13/14
Finalists Interviews

June, 2016
New Manager Starts

hue life
Human Understanding and Engagement