

# HELEN ALTEN

P.O. Box 691, Haines, AK 99827, (907) 314-2073, [helen@collectioncare.org](mailto:helen@collectioncare.org)

July 20, 2020

Haines Borough  
PO Box 1209  
Haines, AK 99827

Re: Haines Borough Manager Position

**RECEIVED**

JUL - 1 2021

**HAINES BOROUGH  
CLERK'S OFFICE**

Dear Mayor Olerud, Assembly Members Stickler, Kirby, Thomas, Tuynman, Lapp and Rogers, and Clerk Fullerton:

After 15 years of increasing responsibility and accomplishment in government service, seven of them with the Haines Borough, I would like to recommend myself to you as the next Haines Borough Manager. I am an experienced, organized, detail-oriented person who would be able to provide effective and efficient administration of all Borough services through the supervision of administrative staff and department heads. I have experience in budget preparation, policy, fiscal policy and applying borough code and charter. I have worked with public officials at the state, national and local level. I am familiar with, and have worked with, most of the local agencies including Haines Economic Development Corporation, Southeast Alaska Independent Living, the Chamber of Commerce, Chilkoot Indian Association, and Chilkat Indian Village. I am familiar with the Comprehensive Plan. And I have training and experience in managing personnel, dealing with HR issues, providing annual evaluations, and setting annual work plans. Finally, I know and work well with all of the leadership staff at the Haines Borough, enjoying each of them as colleagues and respecting their dedication to the Borough.

I have experience in economic development, understanding the complexities of ensuring there is an appropriately educated workforce to attract business to an area, as well as entrepreneurs and innovators to develop new products and ideas from available resources. Much of the work that I did in the Upper Midwest was based on economic development – using preservation of cultural resources to revitalize the rural area economies. By focusing on their strengths and their unique local character, in a program I created and led, we were able to help small communities attract businesses seeking a better quality of life for their workers' families. The Leadership Kanawha Valley program showed me new ways of attracting businesses to an area, again by promoting strengths, but also by providing certain amenities, such as flat land with enough space for a large structure, regional WiFi, and an educated work force.

Haines Borough has a hard working, extremely competent staff that is worried that they are unappreciated and likely to lose their jobs at each budget season. This leads to high staff turnover. After seven years, I am one of the longest working employees at the borough. I would like to explore why and create ways to provide security to personnel so they can concentrate on doing their job well rather than being nervous and seeking other employment.

I am experienced in contract negotiation, performance evaluations and am a believer in annual staff development opportunities. As a public employee, I have an understanding of public financing, including bonding for large projects, government grants, and revenue generation through taxation. I have developed and implemented strategic plans, finding them invaluable in leading teams forward. As the daughter of an architect and city planner, I spent much of my youth touring sewage treatment plants, reading maps and plans, and looking at regional infrastructure. Between my father and later work on architectural preservation, I learned how to analyze buildings and structures and determine their needs for repair and replacement. As a materials scientist, I have an understanding of metal corrosion in marine environments as well as the damage that water does when it permeates structures from the ground or through building failures. As the manager of the local museum, in our beautiful and often contentious community, I had much experience with stress management and conflict resolution. To improve my skills, I attended Management courses at the University of Alaska Southeast as well as courses in Leadership and Business in Minnesota and West Virginia, growing as a manager and building a competent and tight-knit, efficient and effective staff.

My career has numerous examples of innovation and leadership. When Minnesota's museums dreamed of a state-wide collections management manual, I spearheaded the project and wrote and received an IMLS Leadership grant to fund it. I founded one of the first regional museum field services in the United States for the Upper Midwest Conservation Association. Working with small and large museums in a seven-state area, my successes included helping North Dakota form its first statewide museum organization and assisting Minnesota museums to develop an emergency preparedness network. As a private citizen and part of my social service, I led Alaska-AAUW and Charleston Mothers of Multiples. Alaska-AAUW hosted the Northwest regional conference with assistance from Alaska's Governor and First Lady and the Mansion staff. I raised money for the Helena AIDS Support Network, the Gabriel Project, and Mothers Against Drunk Driving. As a leader, I believe one must personally support community non-profits. I have contributed to most of Haines' non-profits, including regular donations to Becky's Place, KHNS, and SAIL.

I would be thrilled to lead, with your support and guidance, the Haines Borough team. I have a passion for our small community and wish to see it thrive and grow. My skills as an administrator and fiscally prudent leader would be an asset to you. Thank you for considering my application. Enclosed please find my resume and references.

Sincerely,



Helen Alten



# EMPLOYMENT APPLICATION HAINES BOROUGH, ALASKA

P.O. BOX 1209, HAINES, AK 99827

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Please do not send photographs of applicant with application. **Once submitted to the Borough, applications become public record and are subject to public review. Conditions of employment are stated at the end of this application. Please read it carefully before signing.**

(PLEASE PRINT OR TYPE)

IF REQUESTED INFORMATION IS INCLUDED ON AN ATTACHED RESUMÉ, YOU MAY INDICATE "SEE RESUMÉ"

Position Applied For Borough Manager		Date of Application 7-1-2021	
Last Name Alten	First Name Helen	Middle Name Irma	
Mailing Address PO Box 691	City Haines	State AK	Zip Code 99827
Telephone Number 907-766-2370	Other Telephone 907-314-2073	E-mail helenalten99827@gmail.com	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Best time to contact you at home is: 6 : pm am/pm

Are you currently employed?  Yes  No

May we contact you at work?  Yes  No If so, Phone # 766-6400 Best time:     :     am/pm

May we contact your present employer?  Yes  No

Have you ever been employed by the Haines Borough before?  Yes  No

If yes, give dates Jan 2014 to July 2020, May-Jun 2021

Are you legally eligible for employment in the United States?  Yes  No

*Proof of identity and eligibility will be required upon employment*

Can you travel if the job requires it?  Yes  No

Date you can be available to start work now /     /    

Check all times you are available to work:

- Full Time  
 Part Time  
 Shift Work  
 Temporary  
 Flexible Schedule  
 Mornings  
 Afternoons  
 Evenings  
 Weekends

In the last ten years, have you been convicted of a felony or a misdemeanor that resulted in imprisonment?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment. The Borough will consider such factors as the amount of time that has elapsed since the conviction and the seriousness and nature of the crime.*

If yes, explain \_\_\_\_\_

Have you ever been discharged from employment or asked to resign?  Yes  No

If yes, explain: Laid off in July 2020 because of Haines Borough budget cuts.

THE HAINES BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree Received
High School	Wheaton Central, Wheaton, IL	Advanced courses	4	1978
Undergraduate College	Bryn Mawr College, Bryn Mawr, PA	Classical and Near Eastern Archaeology/ Chemistry	4	BA 982
Graduate/ Professional	Institute of Archaeology, University of London, UK	Archaeological Conservation and Materials Science	3	BSc, MSc 1986
Other (Specify)	University of St. Thomas & University of Alaska SE	MBA coursework	1.5	

**WORK EXPERIENCE**

Start with your most recent job, and include any job-related military service assignments and volunteer activities. You may exclude organizations that could indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer Haines Borough	Dates Employed		Work Performed Created assembly packets, set up zoom meetings and webinars for broadcasting, wrote minutes, answered public records requests, organized records for retention, updated website contents, created fliers, worked with boards, drafted personnel policy (still in process), researched Borough Code, researched property issues and zoning issues, analyzed Beach Road properties after disaster occurred.
Address 103 Third Ave. S., Haines, AK 99827	From	To	
Telephone Number(s) 907-766-6400	5/2021	now	
Job Title Deputy Clerk	Hourly Rate/Salary Starting Final		
Supervisor Alekkka Fullerton, Clerk			
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Still working, but job is temporary until a manager is hired.

Employer Juneau Economic Development Council	Dates Employed		Work Performed Worked on team processing Alaska Cares grants for the state. Processed \$1 million in grant requests. Internal audit team to review how over \$100 million was distributed. Reviewed each grant file to ensure it was complete. Worked with businesses around Alaska to ensure their application was complete and would be funded. See resume
Address 612 W Willoughby Ave, Juneau, AK 99801	From	To	
Telephone Number(s) (907) 523-2300	10/20	12/20	
Job Title Program Analyst	Hourly Rate/Salary Starting Final		
Supervisor Brian Holst	25/hr		
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Contract completed

Employer Haines Borough	Dates Employed		Work Performed Toured proposed highway project for culturally significant sites, with DOT. Managed staff of 7. Reviewed and approved time sheets. Wrote annual evaluations and set work plans for staff. Developed long range strategic plan with board and staff. Created and managed 2 annual budgets (Borough and Non-Profit). Managed finances for non-profit side using Quickbooks, included accounts payable. Managed vendor files and grant files. Oversaw annual tax filings & audit. Worked with public and volunteers. Created marketing plan and implemented social media expansion, including twice weekly "History Tidbits" on Facebook Live. Primary fundraiser and grantwriter for museum. Researched, wrote and presented bi-weekly "History Talk" radio show on KHNS. Worked to make museum relevant to community.
Address 11 Main Street, Haines, AK 99827	From	To	
Telephone Number(s) 907766-6400	1/2014	7/2020	
Job Title Museum Director	Hourly Rate/Salary Starting Final		
Supervisor Bard and Borough Manager	25/hr	35/hr	
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Laid off due to budget cuts

Employer Northern States Conservation Center	Dates Employed		Work Performed Founded corporation and managed 13 staff, marketing and client relations. Developed annual budgets, strategic plan, and vision for corporation. Remained resilient and flexible, providing new directions as client needs changed. Invented and manufactured new products, wrote and published a monthly newsletter (which eventually became an e-newsletter), pioneered video-teleconference and Internet courses for museum professionals. (which are still highly successful), provided emergency preparation and response workshops across the US and in Greece, responded to floods, fires, tornadoes and roof collapses from snow, wrote numerous articles and presented over 100 workshops nationally. Lobbied state and federal elected officials. Worked with rural communities to improve local governments to use
Address PO Box 691, Haines AK (a MN corporation)	From	To	
Telephone Number(s) 907-314-2073	5/1997	12/2014	
Job Title CEO/Chief Conservator	Hourly Rate/Salary Starting Final		
Supervisor none	varied		
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Took job with Haines Borough for family reasons

**Comments: Include explanation of any gaps in employment.**

See resume for relevant employment history.



**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

Non-profit fundraiser: Helena AIDS Task Force, West Virginia Mothers of Twins Club, American Association of University Women - Alaska, Mothers Against Drunk Driving - WV, The Gabriel Project Board President: West Virginia Mothers of Twins Club, American Association of University Women - Alaska  
 Can use most power tools and woodworking tools, patch and paint walls, design room layouts, read blueprints and maps, take and manipulate digital images and audio images, Create online presentations. Website HTML coding. Graphic design. Cartooning. Design. Education programming. Have taught variety of topics to ages preschool through adult.

**List professional, trade, business or civic activities you consider relevant to your ability to perform the job.**

American Institute for Conservation, American Alliance of Museums, American Association for State and Local History, Materials Research Society, Association of Fundraising Professionals - Alaska Chapter, Museums Alaska, Western Association of Art Conservators, Western Museum Association, Mountain-Plains Museum Association, International Institute of Conservation-Canadian International Institu

**Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.**

Writing budgets  
 HR Management  
 Creating and marketing online courses and using LMS software

**Specialized Skills – Circle all that apply to you**

- PC
- MAC
- Databases
- Spreadsheets
- Word Processing
- Desktop Publishing
- Website Content Mgmt
- Accounting
- Other (please specify) \_\_\_\_\_

- SOFTWARE
- MS Word
  - MS Excel
  - MS Publisher
  - MS Access
  - Filemaker Pro
  - Adobe Acrobat Pro
  - ArcGIS
  - Other (please specify) \_\_\_\_\_

Conva, Adobe Suite (InDesign, Photoshop, etc.)

MACHINERY/EQUIPMENT

(please specify)

10 key calculator

Video and audio recording

Film & image digitizing equipment

Graphics software and large format printers

**State any additional information you feel may be helpful to us in considering your application, especially determining if you meet the required minimum qualifications. (Attach additional sheet, if necessary.)**

See cover letter, resume and references which are attached.

**Note: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS AND ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied? A summary of the essential functions involved in the job or occupation has been given.

YES       NO

Personal/Professional References	Do not include family members or past supervisors listed above		
Name	Phone No.	Address	Occupation
1 . Sara Callaghan Chapell	907-314-3074	schapell@aptalaska.net	Program Manager Chiklat Valley Community Foundation
2 . Megan Vogt Schaack	952-465-6461	megan.schaack@gmail.com	Vice President, Wells Fargo Bank, Heritage Marketing and Museums
3 . David B. Sosa	910-508-5622	dandtsoa@gmail.com	Former Haines Borough Manager

**NOTIFICATION AND AGREEMENT**  
**Please Read Carefully Before Signing**

**I CERTIFY THAT ALL MY RESPONSES ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACT ON THIS APPLICATION (OR ANY OTHER STATEMENT OR DOCUMENT) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to any employment interviewer before signing. Receipt of the application does not imply that the applicant will be employed.

By my signature below, I consent to the Borough's conferring with any and all of my former employers concerning my performance and reviewing publicly available documents and databases relevant to my application. I understand that the Borough will treat all such information as it would any personnel record, and I release the Borough and its management from all liability related to any action to which I have consented herein.

If hired, I agree to abide by all of the Borough's rules and regulations. I understand that the Borough shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits and other terms or conditions of employment.

I hereby affirm that the information given in this Application is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Borough until after my becoming employed, is grounds for, and may result in, my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information I have supplied on this application.

**APPLICANT SIGNATURE** Helen Alten Digitally signed by Helen Alten  
Date: 2021.02.17 19:41:21 -09'00' **DATE** 7/1/2021

**OPTIONAL INFORMATION**

age, race, religion, color, sex, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law.

The following information is being gathered for compliance with civil rights laws. **You may choose not to complete this section.** If you choose to, your answers will be used *ONLY* for record-keeping and employee data reporting purposes if you are hired. This voluntary information will not be used in the hiring process.

Gender: <input type="radio"/> Male	Race: <input type="radio"/> Alaskan Native or American Indian
<input checked="" type="radio"/> Female	<input type="radio"/> Asian
Age: <input type="radio"/> Under 40 years old	<input type="radio"/> Black or African American
<input checked="" type="radio"/> Age 40 or older	<input type="radio"/> Hispanic or Latino
	<input type="radio"/> Native Hawaiian or other Pacific Islander
	<input checked="" type="radio"/> White, not of Hispanic origin

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*An inspiring and visionary professional, I bring together broadly divergent people to complete innovative and complex projects with ease.*

**Deputy Clerk** Haines Borough, Haines, AK (May 2021 - present)

- Facilitated Boards, Commissions and Assembly Zoom meetings, packet development, and web resources.
- Researched Borough Code, property and zoning issues, and Beach Road recovery issues.
- Front line public presence, responded to records requests, and organized records for retention.

**Program Analyst** Juneau Economic Development Council, Juneau, AK (October-December 2020)

- Reviewed grants and mentored 47 grant applicants to receive over \$1.75 million in AK CARES grant funding.
- Completed internal audits of four CARES grant programs providing \$100 million in community support
- Worked collaboratively with 45 other analysts to provide complete applications for referral to the State.

**Executive Director** Haines Sheldon Museum, Haines, AK (January 2014- July 2020)

- Improved fiscal stability: raised \$200,000 annually in grants and fundraisers, created a \$300,000 endowment.
- Worked collaboratively on exhibits and programs with Chilkoot Indian Association, Chilkat Indian Village, and Sealaska Heritage Institute, including reviving a Tlingit language program and decolonizing museum exhibits.
- Completed internal audits and prepared documents for annual external audit.
- Created multi-year work plans to improve storage and exhibits so they exceeded national standards.
- Raised TripAdvisor ratings to 4.5 by installing stimulating, well-written and well-designed exhibits.
- Devised branding and comprehensive social media marketing using Mailchimp, Facebook Live, YouTube, and Instagram.

**Executive Director** Northern States Conservation Center, St. Paul, MN (April 1997 – January 2014)

- Native cultural sovereignty support: taught the Smithsonian's *Starting a Tribal Museum* program; created online training for NATHPO (National Association of Tribal Historic Preservation Officers).
- Pioneered continuing education for museum professionals using a website, [www.museumclasses.org](http://www.museumclasses.org), which trained over 1700 museum professionals in 37 countries and 50 US states through over 80 museum studies courses.
- Managed staff of 13, included employment contracts and regular evaluations.

**Development Officer** The Gabriel Project of West Virginia (January – June, 2011)

- Raised \$115,000 for diapers, car seats and cribs to support low-income mothers and babies.

**Development Officer** Mothers Against Drunk Driving-West Virginia (2008-2010)

- Spearheaded the "Tie One On For Safety" holiday campaign with West Virginia First Lady Gayle Manchin (now Senator Manchin's wife), who graciously hosted the statewide kickoff at the West Virginia Governor's mansion twice.

**Field Education Director** Upper Midwest Conservation Association, Minneapolis, MN (Dec. 1994 – April 1997)

- Raised \$415,000 in grants in one year, doubling the amount raised in the prior seven years for the Association.
- Managed a six-figure grant package to develop a multi-state museum education program for the Association.
- Increased institutional membership 40 percent in two years for the Association.
- Served 1500 museums in a six state region with advice, staff training and on-site assessments.
- Worked with Sioux tribes on care of patrimony, including speaking at *Keepers of Treasures* conference.

**State Conservator** Alaska State Museums, Juneau, AK (May 1989 – November 1994)

- Cataloged Alaska's outdoor sculptures using 100 trained volunteers.
- Oversaw the treatment and condition management of state-owned collections throughout Alaska.
- Worked with Alaska Native groups and their Museums throughout the state on care of cultural patrimony.

**Conservator** Montana Historical Society, Helena, MT (September 1986 – May 1989)

- Prepared 6,000 objects for the Montana Centennial Exhibit.
- Completed a general assessment of the collection, determining condition and treatment priorities.
- Analyzed climate systems and recommended upgrades to HVAC.

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## AREAS OF EXPERTISE

Management

Long Range Planning

Museum Construction

Marketing & Public Relations

Education & Staff Development

Fundraising

Collections & General Surveys

Preservation & Restoration

Tribal Liaison

## HONORS & AWARDS

Chairperson/Program Chair, American Institute for Conservation-Objects Group, 2008-2010

Chairperson/Vice Chairperson, Conservators in Private Practice, 1998 - 2000

Award for Excellence in the Museum Profession, Museums Alaska, 1993.

Professional Associate, American Institute for Conservation, 1991.

Grant Reviewer: Alaska Grants-In-Aid, National Endowment for the Humanities,

Institute for Museum and Library Services, Alaska CARES, 1989 - present

## EDUCATION

MBA/MPA Management Courses, University of Alaska Southeast (2017) and University of St. Thomas, MN (1995)

Charleston Area Alliance Leadership Kanawha Valley (LKV) program (2008-2009)

Archaeological Conservation and Materials Science, Institute of Archaeology, University of London, 1986.

Classical and Near Eastern Archaeology major, chemistry minor, Bryn Mawr College, 1982.

## COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, Powerpoint, Teams, Outlook), PastPerfect and Argus Collections Databases, Filemaker Pro, Adobe InDesign, Adobe Pagemaker, Adobe Photoshop, Moodle Learning Management Platform, Quickbooks (online, non-profit, and regular editions), Mailchimp Marketing Platform, Constant Contact, Conva, and ePublications Software.



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## REFERENCES

### **Susan Garwood**

Executive Director  
Rice County Historical Society  
1814 NW2nd Ave.  
Faribault, MN 55021  
EMAIL: [sgarwood@rchistory.org](mailto:sgarwood@rchistory.org)  
TEL: 507-332-2121

### **Sara Callaghan Chapell**

Program Manager  
Chilkat Valley Community Foundation  
Haines, AK 99827  
EMAIL: [schapell@aptalaska.net](mailto:schapell@aptalaska.net)  
TEL: 907-314-3074

### **Megan Vogt Schaack**

Vice President  
Heritage Marketing and Museums  
Wells Fargo Bank  
Minneapolis, MN  
EMAIL: [megan.schaack@gmail.com](mailto:megan.schaack@gmail.com)  
TEL: 952-465-6461

### **David B. Sosa**

Former Haines Borough Manager  
EMAIL: [dandtsosa@gmail.com](mailto:dandtsosa@gmail.com)  
TEL: 910-508-5622

### **Claudia Nicholson**

The Museum Lady  
St. Paul, MN  
EMAIL: [claudianicholson0625@gmail.com](mailto:claudianicholson0625@gmail.com)  
TEL: 651-207-9140

### **Regi Johanos**

Former Community Coordinator  
Haines Sheldon Museum  
P.O. Box 269  
Haines, AK 99827  
EMAIL: [Gigi2549@gmail.com](mailto:Gigi2549@gmail.com)  
TEL: 303-929-8386