

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING
Interim Borough Manager



The Haines Borough is accepting applications for the position of Interim Borough Manager. This is an executive position reporting to the Haines Borough Assembly and is anticipated to be 4-6 months in duration.

The Borough Manager is the Chief Administrative Officer for the Borough and directs the finance, property assessment, planning & zoning, public facilities, police, tourism and ports and harbors functions through department managers. He or she also promotes economic development in the Haines Borough and directs various ad hoc projects. The Borough Manager is the principal personnel officer and administers a collective bargaining agreement for about 70 employees. Budget preparation and cost reporting and analysis for a \$10 million plus budget are key responsibilities in this position.

Qualifications: A degree in public administration, finance, engineering or business administration is desired but a successful record of increasing responsibility and accomplishment in municipal or governmental administration will be given the strongest consideration in evaluation of applicant resumes. Thorough reference and background checks will be conducted.

Wage: Salary DOE.

Application Deadline: 5:00pm, Friday, December 4, 2015, or thereafter until filled.

Application Procedure: Interested persons should submit, via mail, fax, or email, a Haines Borough Application Form and a resume of no more than two pages to:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31
Fax: 907-766-2716
clerk@haines.ak.us

Information about Haines may be found at www.hainesalaska.gov or www.haines.ak.us.