



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
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ASSISTANT CITY MANAGER

Posting Date: 12/16/2024

Closing Date: 01/27/2025

Position Title: Assistant City Manager
Department: Administration
Supervisor: City Manager
Classification: Exempt; Salaried
Pay Range: \$43.69 - \$54.43 Hourly, DOE

POSITION SUMMARY: The Assistant City Manager plays a pivotal role in advancing the City of Whittier's priorities, with a primary focus on grant writing and project management. This position supports the City Manager in overseeing city operations, securing external funding, and ensuring effective execution of city projects and initiatives. The Assistant City Manager serves as a key liaison between city departments, external agencies, and the community, driving projects from conception to completion and aligning them with the City Council's objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Grant Writing and Administration:

- a. Lead the identification, development, and submission of grant applications to secure funding for city projects and initiatives.
- b. Manage the administration of awarded grants, ensuring compliance with all reporting, budgeting, and regulatory requirements.
- c. Act as the primary point of contact for state, federal, and private grant agencies.

2. Project Management:

- a. Oversee the planning, coordination, and execution of city projects, ensuring they are completed on time, within budget, and aligned with strategic goals.
- b. Track project progress and provide regular updates to the City Manager, City Council, and stakeholders.
- c. Ensure collaboration among city departments, contractors, and external partners during project implementation.

3. Strategic Planning and Development:

- a. Conduct research and prepare reports, proposals, and presentations to support city planning and development efforts.
- b. Collaborate with the City Manager to align projects and initiatives with long-range goals and community needs.
- c. Take the lead on comprehensive and strategic planning, including planning and zoning administration.

4. Community and Economic Development:

- a. Identify opportunities for economic development and infrastructure improvement through grants and partnerships.
- b. Support community outreach efforts to promote awareness of city initiatives and gather public input on projects.

5. **Risk and Financial Management:**
 - a. Support the development of budgets related to projects and grant-funded activities, ensuring fiscal responsibility.
 - b. Assist in managing city insurance and risk mitigation programs related to project development.
6. **Interdepartmental and External Relations:**
 - a. Serve as a liaison between city departments, external agencies, contractors, and community groups to coordinate project activities and resolve concerns.
 - b. Work closely with the city attorney on legal matters pertaining to grants, contracts, and project activities.
7. **Special Projects:** Lead or contribute to special projects and initiatives as directed by the City Manager.
8. **Leadership and Administration:** Supervise administrative staff as needed and act as City Manager in their absence unless otherwise designated.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Grant writing principles and best practices, including compliance and reporting requirements.
- Project management methodologies, tools, and techniques.
- Public administration principles, budgeting, and strategic planning.
- Infrastructure and capital project financing and administration.
- State, federal, and foundation funding processes.
- Expertise in writing, developing, and securing grants.
- Strong project management skills, including scheduling, budgeting, and stakeholder coordination.
- Effective communication, presentation, and interpersonal skills.
- Research and analytical abilities to develop and implement policies, procedures, and strategic initiatives.
- Manage multiple grant applications and projects simultaneously while meeting deadlines.
- Build and maintain professional relationships with diverse stakeholders, including funding agencies and community members.
- Provide courteous and professional service in all interactions.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with a Bachelor level degree in public administration, community organization and development, business administration, urban planning, or related field. Master level degree preferred.
2. Extensive experience in grant writing, project management, and government operations. Assistant City Manager experience preferred.
3. At least two years of supervisory level experience.
4. Valid driver's license.
5. Proficiently read and write English.
6. Ability to work flexible hours and attend evening meetings.

Apply at www.whittieralaska.gov/employment

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.