

Petersburg Borough



Mountain View Manor Director Recruitment Packet

Submittals are due by May 27, 2022, at 5:00 p.m.
to Becky Regula, Human Resources Officer/Deputy Borough Clerk, at
bregula@petersburgak.gov

All questions about the position and process should be directed to Becky Regula.

Petersburg Borough

The Petersburg Borough, Alaska (population 3,219) is seeking a qualified professional to fill the Director position for our Mountain View Manor Elderly Housing and Assisted Living Director. The current Director is retiring after 17 years with the Borough. Petersburg is in beautiful Southeast Alaska; approximately 120 air miles south of Juneau. The Borough is governed by the elected Assembly of six members and the Borough Mayor. The Assembly appoints a Borough Manager who oversees the daily operations of the Borough. The Manor Director reports to the Borough Manager. In addition to the Manor, Petersburg is a full-service community with General Fund Departments for Fire, Police, Community Development, Parks & Recreation, Library, Public Works, Finance, and Administration, as well as various Enterprise Funds such as Water/Wastewater, Sanitation, Harbor, and Power & Light. The Manor is an integral part of the community, caring for our elders and supporting the health and well-being of these important community members.

Mountain View Manor

The Department oversees an annual budget of approximately \$2,700,000 with \$571,000 dedicated to a subsidized housing facility (Elderly Housing), and the remaining \$2,150,000 dedicated to our Assisted Living residents. We currently have 20 Assisted Living apartments and are licensed to accommodate up to 30 Assisted Living residents.

The Department includes 11 full-time and several part-time staff members and a full-time maintenance technician. The Borough benefits from its primary economic drivers of Commercial Fishing, Sport Fishing, and Tourism, making the community one of the best locations in all of Southeast Alaska.

Education and Experience

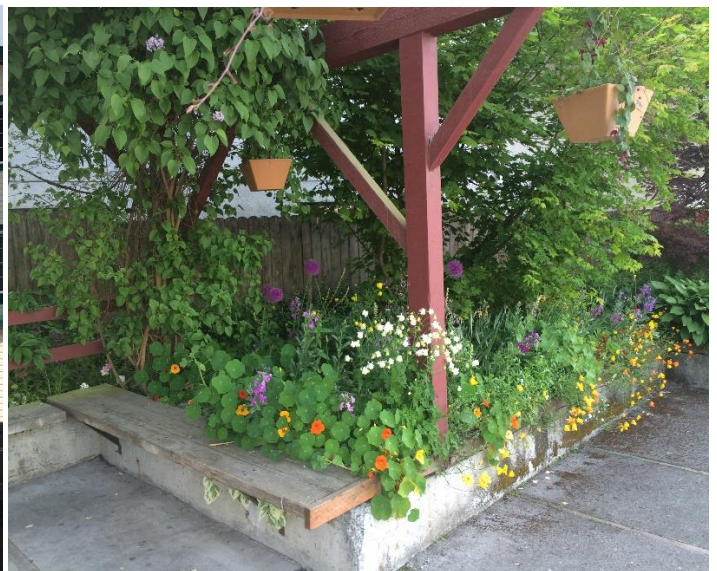
The Director is responsible for managing the day-to-day operation of the facilities, achieving high resident satisfaction and quality resident care and services. A Registered Nurse certification is preferred, but not required. Alaska Department of Health and Human Services Administrator qualifications may be found under 7AAC75.230(2). Knowledge of Section 8 Project Based Rent Subsidy Program, and multi-unit housing is helpful. Must be able to obtain and retain the qualifying standards for an assisted living administrator as established by the Alaska Department of Health and Human Services. For more information on the skills, qualifications and experience needed, please review the job description on the Borough's website at www.petersburgak.gov



Duties and Responsibilities of the Position

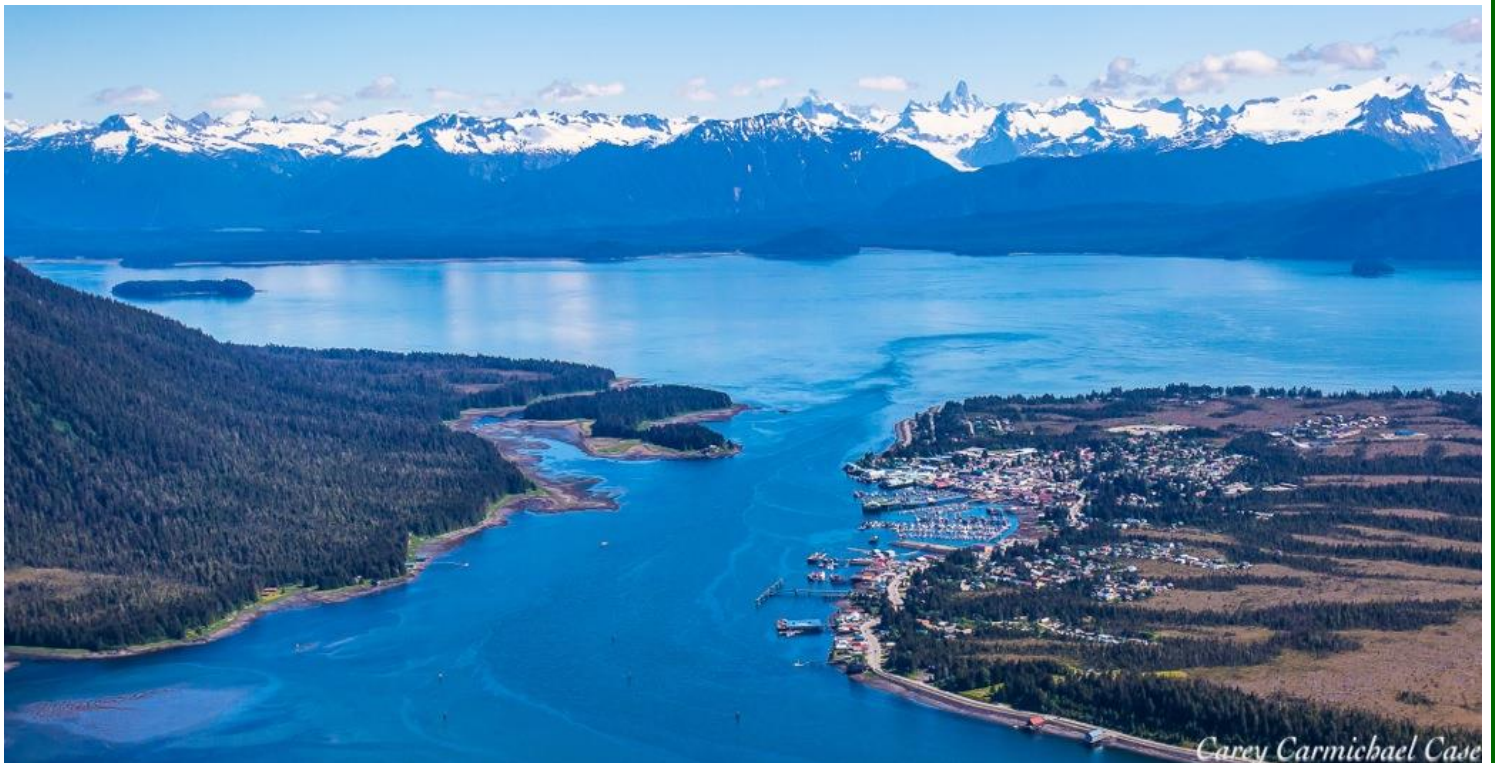
The position is responsible for several routine duties associated with the role of Director. The following list provides a summary of some of the typical duties of the position:

- Supervises, selects, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department; sets goals and objectives and establishes guidelines for performance
- Prepares budget and directs expenditure of department funds and keeping of department records
- Attends community meetings and reports recommendations and direction to Borough Manager along with attending Assembly meetings as needed.
- Establishes relationships with the community and develops partnerships as needed.
- Assists citizens, residents, employees, and vendors regarding information about the facilities.
- Inspects units, common areas and property as needed and works with Maintenance Technician to insure adherence to property standards.
- Must possess demonstrated experience or a broad knowledge of reporting and medical care requirements of an assisted living facility.
- Must obtain Certified Occupancy Specialist certificate within the first six months of employment from the National Center of Housing Management.
- Must possess or be qualified to obtain an Alaska Driver's License and be insurable.





Carey Carmichael Case



Carey Carmichael Case

Salary and Benefits

The Borough offers a comprehensive benefit package and competitive salary. As a full-time and exempt position, the Director is eligible for the Borough's health, life, and dental insurance plans and will accrue paid time off for vacation, holidays, and sick days. The position is enrolled in the defined-benefit pension plan available through the State of Alaska Public Employees Retirement System (PERS). The Borough annually reviews the compensation plan to ensure the Borough provides a competitive salary. The annual salary range for the position is \$75,000 to \$83,000 with the starting salary dependent on the qualifications of the successful candidate.

Recruitment Process

The Borough is an equal opportunity employer and encourages all interested parties to apply for the position within the guidelines outlined in this section. To apply, please submit a resume, cover letter, and three professional references to Becky Regula, Human Resources Officer/Deputy Borough Clerk, PO Box 329, Petersburg, Alaska, 99833, or by e-mail at bregula@petersburgak.gov. The application deadline is May 27, 2022, at 5:00 p.m.

Following the submission deadline, the Borough will be reviewing all applicants and will be conducting a comprehensive recruitment process for the position.