



**CITY ADMINISTRATOR**  
**\$114,434 - \$172,421**

*Plus Excellent Benefits*

*Apply by*  
**February 23, 2020**  
*(First Review, Open Until Filled)*



## WHY APPLY?



Located in northern Wyoming cradled by the iconic Bighorn Mountain range, Sheridan extends a warm hospitality as legendary as the street of its historic downtown. The Bighorn National Forest and Bighorn Mountains are a visitor's paradise, with elevations ranging from 4,000 to 13,165 feet. Hike, bike, camp, boat, hunt, rock climb or photograph the wildlife and scenery, or step farther back in time with the ancient and complex geology reaching back billions of years.

The City of Sheridan is one of the most unique and beautiful cities in the US. This is an excellent opportunity for an experienced manager to help originate and define what the role of the new City Administrator position will be throughout the organization and community.

## THE COMMUNITY

The City of Sheridan, county seat of Sheridan county, is known as a vacation destination as well as a travel stop due to its close proximity to Interstate 90 and U.S. Route 14. Conveniently located halfway between Mt. Rushmore and Yellowstone National Park, the Bighorn Mountains are a sister range of the Rocky Mountains and are a great vacation destination in themselves. Residents and visitors in this area of Wyoming are provided an extremely diverse landscape ranging from lush grasslands to alpine meadows, crystal-clear lakes to glacially carved valleys, and from rolling hills to sheer mountain walls. The Bighorn National Forest has multiple reservoirs, 30 campgrounds, four group campgrounds, three scenic byways, picnic areas, eight lodges, miles of streams, 189,000 acres of wilderness, 1,500 miles of trails, and much more to provide a special recreation experience. A short drive from Sheridan is the picturesque and peaceful surroundings of Bighorn Lake where residents and visitors alike enjoy boating, swimming, camping, hiking, wildlife viewing and fishing. With a population of 17,800 residents, the City of Sheridan is a growing retail and service center for Sheridan County, Johnson County, the southern reaches of Big Horn County, Montana, and Montana's Tongue River region which serves as the region's epicenter for a wealth of cultural, historical and recreational opportunities.



Within the City's borders, the community is spoiled with ample entertainment, cultural, and recreational options including a YMCA, a public swimming pool, local movie theater, and a historic performing arts center for music, dance, and other artistic acts. The City also offers a large variety of parks and trails, skate parks, Big Goose Creek access, golf courses, and the historic Trail End Kendrick Mansion for year-round events. Sheridan's extremely rich western culture is showcased through a Main Street District Historic Downtown Walking tour, boasting 70 historic buildings. The downtown area is a gathering hub for many passions, and is home to dozens of unique shops, galleries, restaurants, craft breweries, cafes, and exceptional art pieces. Each year, the City's downtown area hosts a variety of festivals including an Annual Wine Festival, multiple street festivals, Farmers Markets, and more! Every summer in the second week of July, Sheridan taps into their cowboy culture and history, and hosts the annual WYO Rodeo. Rodeo Week draws in participants from all around, and hosts a parade, the "Sneakers and Spurs" run, a rubber duck race on Big Goose Creek, a carnival at the fairgrounds, and a golf tournament at the country club. On the final day of Rodeo Week, a tailgate party and polo game are held a short 20-minute drive away in the nearby community of Big Horn, Wyoming at the Big Horn Equestrian Center; also known as a fantastic setting for concerts, local celebrations, and other large events.

Sheridan educational opportunities are supported by the Sheridan County School District 2 with six elementary schools, one junior high school, one high school, and alternative schools for junior high and high school levels. As well the City is home to Sheridan Community College, which offers state-of-the-art technology, software, labs, and training equipment, and award-winning staff available to those looking to advance their education.

## THE CITY

The City of Sheridan is governed by a strong Mayor form of government, with a City Council consisting of six members elected at large citywide. The Mayor is also elected in a citywide vote. The City provides comprehensive municipal services including police and fire protection, building plan review and inspections, road maintenance, park and cemetery maintenance, water and sewer services, solid waste and recycling collection, and landfill services. The City operates on a 2020 budget of \$47,627,826 with 185 FTEs citywide.



## THE POSITION

The City Administrator is appointed by the governing body made up of the City Council, including the Mayor who is the presiding officer. The City Administrator appoints and supervises the executive leadership staff. The City Administrator is responsible for providing professional managerial leadership and direction to all City departments for efficient operation and implementation of the long- and short-term goals developed by the Mayor and City Council.

The purpose of this position is to direct and coordinate the operational activities of the City of Sheridan, to assist with goal and objective development and implementation, and to participate as a key member of the administrative team. Successful performance helps ensure the implementation of broad community goals developed by the public and the governing body.

The City Administrator directs and manages executive leadership meetings and citywide communications and works with the executive leadership team to develop and present an annual budget that meets the policy objectives of the City Council.

## Other Responsibilities Include:

- Presents policy recommendations to the City Council regarding all City operations; directs the implementation of policies established by the Council; coordinates with various boards and commissions to develop policies and procedures that meet the overall goals and objectives of the City Council.
- Directs executive staff to ensure interdepartmental coordination on policies and issues needing resolution; develops action plans related to objectives identified by the Mayor and the City Council.
- Supervises executive staff; assists the Mayor with recruiting for vacancies on his or her Executive Team; coordinates with department heads on personnel issues including hiring, promoting, transferring, demoting, and discharging employees of various departments.
- Recommends changes in organizational structure to the Mayor and City Council; establishes major operational objectives, monitors progress, and takes necessary corrective actions.
- Ensures that executive staff are capable of providing services to implement, operate, and maintain departments in accordance with short- and long-term goals and objectives as established by the Mayor and the City Council; approves implementation plans; oversees and offers assistance to department heads; oversees personnel practices; reviews and approves disciplinary decisions of executive staff.
- Works with the Mayor and City Council to identify and establish goals and objectives for the budget; communicates goals and objectives to department heads; evaluates budget proposals submitted by departments; works with the Mayor to make adjustments where necessary; presents final budget to the City Council.
- Provides a work environment that fosters open communication and trust between all members of the management team, outside entities, and the general public.
- Represents the City in a professional and competent manner in the coordination of activities and the implementation of policies, goals, and objectives when dealing with City boards and commissions, community organizations, state officials, and the general public.
- Knowledge of department and City policies and procedures, and federal, state, and local laws and regulations.

## OPPORTUNITIES & CHALLENGES

### Strengthen Financial Sustainability

The state economy is impacted by changes to the extraction businesses in Wyoming. The City is less dependent on these revenues; however, the City still needs to find ways to diversify its economy to lessen the negative impact on the City. The City Administrator will enhance economic development opportunities to attract new and diverse business opportunities in the community.

### Manage Community Requests and Enhance Community Collaboration

There is a need to continue to evaluate the ability to match and manage service delivery and community requests to the resources available currently and into the future. The City Administrator must seek out collaborative opportunities between community organizations to share resources and enhance services.

### Technology Needs

There is a need to continue to evaluate and develop plans to address the technology needs of the departments and City. The new City Administrator is expected to create a citywide team from various departments to initiate and implement the ERP project, providing a new financial software system for the City.

### Long-Range Strategic Planning

The City needs to conduct a comprehensive long-range planning process that has responsible and attainable goals. This process should include the Mayor, City Council staff, and the community to determine the future needs of the City and the resources needed to attain the goals that are determined.



### Affordable and Attainable Housing

The City has begun the process of addressing the affordable and attainable housing issues through new code revisions. The City needs to continue to review and evaluate additional code changes to address the housing concerns in the community.



## IDEAL CANDIDATE PROFILE

Sheridan is looking for a leader and manager who understands all aspects of municipal government and who has experience in an organization of similar size and complexity. He or she will have knowledge of economic development and be able to access ways to attract business opportunities that will diversify the City's economy. The City Administrator needs to understand state and federal legislative actions and present alternatives to decisions or economic constraints that could impact the City.

The ideal candidate will be a confident, decisive, and energetic team member with an open mind and must exemplify high integrity. A thorough understanding of municipal government budgeting and finance, and a history of good fiscal stewardship is important. The ideal candidate will be a manager who has exceptional skills working with councils, both individually and as a corporate body. He or she must understand the importance of providing Mayor and Council with information and keeping them informed at all levels. The successful candidate must have strong strategic planning skills and be able to lead the Mayor, City Council and staff through thoughtful planning sessions regarding initiatives impacting future operations of the City. He or she must have the skills to build an atmosphere of trust, mutual respect and cooperation.

The City Administrator must have knowledge of directing and managing a City budget and demonstrate the capacity to review and make strategic recommendations based on actual budget performance throughout the year. Previous experience working with staff, elected officials and community interest groups in developing, presenting and managing an annual budget process is a must.

Candidates should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences, such as the City Council, community groups and other boards and committees. He or she should be innovative, and able to work effectively with opposing viewpoints in the community to solve complex problems. The ideal candidate will be approachable, patient, and have an appropriate sense of humor, and will encourage open communication based on an environment of trust and integrity. The ideal candidate will have a proven track record of delivering results, will be comfortable with delegating, and will create a positive and productive working environment characterized by collaborative teamwork with department directors in a new environment.

**Please visit:  
[www.sheridanwy.gov](http://www.sheridanwy.gov)**



## **EDUCATION & EXPERIENCE**

A bachelor's degree in public or business administration or a closely related field is desired. At least 5 years of progressively responsible experience in local government management, or a satisfactory combination of experience and education which demonstrates the knowledge, skills and abilities to perform the above duties is required. An ICMA Credentialed Manager or equivalent is preferred. Possession of, or the ability to readily obtain a valid Wyoming driver's license for the type of vehicle or equipment operated is required.

## **COMPENSATION & BENEFITS**

- **\$114,434 - \$172,421 DOQ**
- 80%-85% Medical for employee and dependents
- 100% Dental for employee and dependents
- Health Savings Account
- Life Insurance
- Wyoming Retirement System Pension
- 10 paid holidays per year
- Vacation days per year based on past experience and years of service
- 12 days of sick leave accrual per year

The City of Sheridan is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 23, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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