



The CITY of
RAWLINS
WYOMING

CITY MANAGER

\$114,000 - \$140,000

Plus Excellent Benefits

Apply by

April 5, 2020

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located in south central Wyoming along the populated I-80 corridor, Rawlins' approximately 9,000 residents follow in the footsteps of their historic Wild West past and have a strong and independent spirit and a

true sense of community togetherness. The area offers unparalleled outdoor opportunities including hunting, fishing, boating, hiking, and snow sports in a friendly and welcoming community.

This position offers a great opportunity for the right management professional to be visible and active in the community and showcase their city management talents to make a difference in the future of a community. The selected candidate will have the privilege of working with a cohesive and tenured group of top-level managers, and a unified City Council in developing a new vision for the community and pursuing a work plan toward achieving that vision in a small city with a welcoming atmosphere.



THE COMMUNITY

Framed by a rugged frontier and a continually growing energy industry, the community has grown together with a 'can-do' and entrepreneurial approach to building the town that today is a small, comfortable oasis on the frontier with friendly people and beautiful architecture. Known for its strong winds, cold winter temperatures, and warm blue-sky summers, the City of Rawlins encompasses a collective combination of indoor and outdoor entertainment and activities year-round. During the colder months, the wide rolling plains of Carbon County hold vast opportunities for game hunting, wildlife viewing, snowshoeing, snowmobiling, with regional access to Nordic skiing. Within city limits, Rawlins is home to an indoor shooting range, local museums, and an indoor recreation center with 3 gymnasiums, racquetball courts, weight rooms, and fitness classes for all ages such as cardio classes, stretching classes, line dancing classes, and more.

During the spring and summer months, residents enjoy warm temperatures and an abundance of outdoor recreation as well as local entertainment. The City offers a nearby 18-hole golf course, fishing in local creeks, summer music concerts in the park, an outdoor shooting range, and a wide variety of parks that include playgrounds, recreational sporting courts, and pavilions for events.

The City's downtown area is a hub for both remembrance of the City's western past and the culture of Carbon County, while still striving for growth with extensive renovations and revitalizations. Established in 1991, the City's Downtown Development Authority/Main Street program has worked to develop a vibrant, revitalized, sustainable historic downtown that has increased economic vitality in recent years. The downtown has seen extensive renovations, the development of a state-of-the-art entrepreneurial center, and a new higher education center and other new schools. The downtown area was also the 2015 recipient of the *Great American Main Street Award*, and offers small boutiques, locally owned restaurants, casual eateries, and beautiful parks. Locals and visitors alike can get a feel of the history of the area by doing the 'Mural Walk' and visiting any of the large artistic murals that are scattered throughout the city streets, or by walking or biking the 7.5-mile trail that winds through the main downtown as well as the historic district.

THE CITY

Incorporated in 1886, the City of Rawlins is a full-service city that operates on a FY 2019/2020 budget of \$36,853,841 with an exceptional workforce of 109 FTEs. The City's departments include City Hall, Downtown Development Authority/Main Street, Fire, Police, Public Works, and Recreation Services. The City Hall consists of the City Manager's Office, City Clerk, City Attorney, Finance, and Municipal Court. The Public Works Department handles Community Development, Facilities Maintenance, Landfill, Recycling Center, Streets, Water and Wastewater Utilities and Treatment Plants, and Vehicle Maintenance. The Recreation Services department includes the Recreation Center, Green Spaces, Rochelle Ranch Golf Course and Pro Shop/Restaurant, and Indoor and Outdoor Shooting Ranges.

The City is governed by a Council-Manager form of government. The City Council consists of seven Councilors; two of which are elected from one of three wards, and one elected at large, each to a four-year staggered term.



THE POSITION

Under the direction of the City Council, the City Manager performs highly responsible management, administrative, and professional duties as the Chief Executive Officer of the City of Rawlins, and exercises a high degree of independence, initiative, and professional expertise in the daily administration and management of municipal operations in accordance with policies established by the City Council, State of Wyoming, and Federal Laws, regulations and guidelines. The Manager provides visionary, innovative leadership, supervision and general direction for the City Management Team, and works closely with the City Council, performing related duties and functions as delegated, assigned or required.

Other Responsibilities Include:

- Monitors goals established for the departments; follows up on programs assigned to various departments; coordinates programs across departmental lines.
- Directs the development and administration of the City of Rawlins budget and Capital Improvement program.
- Oversees the implementation of the City's strategic plan, goals, and objectives to meet the operational needs of the City.
- Performs the operational oversight of the departments.
- Processes complaints by the citizens; channels the requests to the proper department or individuals for solutions.
- Resolves or assists in the resolution of citizen complaints.
- Coordinates the preparation of the annual operating budget; monitors implementation of the operating budget which includes approving administrative transfers and processing budget amendments.
- Carries out intergovernmental relations with other agencies.
- Coordinates issues between departments; supervising directly all departments within the City of Rawlins.
- Disciplines subordinate employees when appropriate.
- Performs strategic planning for the City.
- Oversees development of policies and procedures for the municipal organization.

OPPORTUNITIES & CHALLENGES

Opportunities:

- Rawlins owns a great clean water source with good water rights, and continually invests in large upgrades of their water systems.
- Carbon County voters approved a 2019 Specific Purpose Tax. The City of Rawlins will receive \$12,193,076 for street, water, sanitary sewer, drainage & landscaping improvements for ten (10) infrastructure improvement projects.
- Recognizing the state's ceaseless cycles of boom-and-bust economies that depend on the volatility of the energy industry, the City has started putting together a long-term financial plan to help contend with future fiscally challenging times. The City Manager will promote an internally self-sustaining, self-sufficient community, and better utilize the City's proximity to Interstate 80 as an economic advantage.
- Rawlins revenues are trending upward at this time, potentially providing opportunities for community enhancements.
- Multiple wind energy projects are gearing up in Carbon County, with the potential of increased revenues through Impact Assistance Funding.
- Rawlins DDA/Main Street program has just completed a \$2,000,000, Downtown Façade Revitalization project for 36 commercial buildings and is home to the Rainbow Teton Entrepreneur Center (RTEC); a multi-dimensional entrepreneur center designed to accelerate the successful development of businesses through an array of support resources and services.
- Rawlins is a Wyoming and National Main Street community and was the 2015 recipient of the *Great American Main Street Award (GAMSA)*.
- The City has top-rated Emergency Medical Care and Emergency Helicopter Services.



Challenges:

- The new Manager will continue to improve community beautification, which has been identified on the Wyoming Rural Development Council's Rawlins Community Assessment as far back as 2001 and in the 2006 follow-up assessment.
- Desired skill set of a community relations coordinator to help combat and turn around negative public perceptions. The Manager will communicate city successes to the community, promote positive use of social media and develop positive relationships with the local media.
- Employee turnover has been a problem in recent years. The new City Manager will help develop effective recruitment strategies, increase the retention of employees, and actively communicate city goals to the City's employees in an efficient manner.
- The area is known for a harsh winter climate, which includes long winters, lots of wind, and extended highway closures due to the aforementioned. The ideal candidate must understand and embrace this challenge.
- The area's remoteness embodies a lack of major shopping opportunities and "fine" dining. While medical services are available, residents typically must travel for medical specialists to Casper or Cheyenne, WY or to Colorado or Utah.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public or business administration, business, accounting, finance, or a closely related field is required, along with eight (8) years of progressively responsible administrative experience in municipal government, including significant administrative, financial and personnel management responsibilities, and five (5) years' experience as a city or county manager is highly preferred. A master's degree in a related field is preferred. Possession of, or the ability to readily obtain a valid Wyoming Class "C" driver's license is required.

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties will be considered.



Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern business management, with the principles and practices of public administration, and considerable knowledge of sources of information related to solving complex issues of local government.
- The ideal candidate will be skilled in the basics of managing a small city and be an effective communicator who understands the importance of keeping the City Council informed.
- Extensive skills in effective internal and external communication will bring candidates to the top of the list. The selected candidate will work diligently to keep the Council informed through an honest, open, and transparent communication and management style.
- The selected candidate will function with a professional demeanor and be a facilitator of community involvement and Council consensus building.
- Candidates must have the ability to write and present clear concise reports, memorandums, directives, speeches, and letters, and develop and maintain effective working relationships with officials, department directors, the general public, and subordinates.
- Ability to lead, identifying and executing appropriate action relative to the situation, project, and/or program.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving a variety of situations using standard industry and departmental processes and/or procedures.
- Experience defining problems, collecting data, establishing facts, and articulating valid conclusions and interpreting an extensive variety of regulatory or technical instructions.
- Knowledge and experience in Human Resources activities, and experience managing infrastructure projects.
- The ideal candidate will understand the dynamics of a small town, and be visible, approachable, and active in the community.
- Experience actively working with volunteers and community groups and recognizing the value of working with volunteers and community-based organizations is a key to success in this position.
- The City is seeking a candidate who is not a reorganizer, but an individual who can bring new, fresh ideas and innovative approaches to the City to address long-standing issues such as revenue fluctuations and community improvements.

COMPENSATION & BENEFITS

- **\$114,000 - \$140,000 DOQ**
- 100% Medical for Employee and Dependents
- Optional Dental Insurance
- Optional Vision Coverage
- Optional Prescription Drug Coverage
- Life Insurance
- Health Savings Account
- Wyoming Retirement System Pension
- Deferred Compensation
- 10 paid holidays per year, including one floating holiday
- Vacation days accrue monthly equivalent to 10 days per year for the first 5 years of continuous employment
- 8 hours of sick leave accrual per calendar month, equivalent to 12 days per year
- Optional Medical Air and Ground Transportation Plan



Please visit:
www.rawlins-wyoming.com

The City of Rawlins is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 5, 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 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

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