

Wyoming Association of Municipalities (WAM) Executive Director

NATURE/PURPOSE OF WORK: Responsible for a wide range of duties in support of the strategic vision to promote and facilitate improving conditions for Wyoming cities and towns. This includes performing at an elevated level of leadership and professionalism to oversee the WAM team, legislative monitoring, and advocacy with advising, planning, coordinating, and directing activities.

REPORTING STRUCTURE: Receives administrative direction from the Executive Committee in the administration of the affairs, and/or the Board of Directors of WAM.

EDUCATION/TRAINING and EXPERIENCE:

- High school diploma or equivalent (G.E.D.) required.
- Bachelor's degree or master's degree or post-secondary classes related to Public Administration, Business Administration or closely related fields is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.
- Minimum of four (4) years increasingly responsible experience in public administration, law, association management or time serving in Wyoming as a Mayor or Council Member.
- Minimum of three (3) years in executive management with municipal government and State legislative processes, including supervision and staff development.

CLASSIFIED: Exempt/salary

LICENSING/OTHER:

- Possession of a valid Wyoming Driver's License preferred.
- Capable of being Bonded.

TYPICAL ESSENTIAL FUNCTIONS (these duties are a representative sample):

1. Effectively leads the Association in the daily operation of municipal government including prioritizing proposals to the elected officials of the State of Wyoming.
2. Exercises strategic direction, leadership, and management over assigned staff and personnel. Selects and develops personnel; ensures continued learning and mentoring; provides consistent accountability with disciplinary actions (as warranted).
3. Initiates and facilitates interactions of WAM members with legislative Representatives and Senators, to include the necessary and timely preparation for presentation, issues, testimony, and other needed assistance.

4. Directs and participates in the development and WAMs financial assets; including the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and the monitoring of approved expenditures; directs the preparation of and implement budgetary adjustments as necessary exercising financial oversight and including preparation of annual budget for the Boards approval.
5. Enhances and maintains communications with, and between, the Board of Directors and the general membership; adjusts and responds to changing membership needs. This includes traveling throughout the state to meet with individuals and local governmental bodies to build rapport and fully understand varying service needs.
6. Directs the WAM Legislative Director regarding proposed legislative programs, with the assistance of various communities, appropriate subcommittees, and the Board of Directors; organizes and coordinates municipal legislative support; conducts or coordinates scheduled meetings for municipal officials and State legislators and assists with the design and preparation of informational materials and literature.
7. Ensures the legislative bulletins are reviewed and distributed throughout the year to the Association members regarding the progress of the Legislature and Legislative Committees and critically reviews legislative summaries on each bill sponsored, endorsed or of direct interest to the Association.
8. Provides guidance to Association members on regulations and funding available to communities with directing/conducting independent studies regarding municipal issues, grant applications, and the like.
9. Consults with State and Federal agencies on behalf of the Association; coordinates training, workshops, and informational seminars on Federal issues for local government officials and employees; attends the National League of City (NLC) and other nationally recognized association meetings; serves as a liaison between the Association, NLC, WCCA, and other State leagues and other partner organizations; coordinates advocacy on Federal issues.
10. Promotes understanding of the Association activities through publicity and public contact; prepares and disseminates information and data supportive of Wyoming municipalities, press releases, and publicly speaks before citizens' groups and organizations throughout the State.
11. Represents WAM by responding to the public, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.

Knowledge of (position requirements at entry):

- Leadership principles.
- Operational characteristics, services, and activities of a full service municipal government organization.
- Modern and complex principles, concepts, and practices of association management in public administration and municipal, state, and local government operations.
- Administrative management programs.
- Principles of public budgeting and budget administration.
- Legislative processes.
- Applicable Federal, State, Local and city government codes, rules, ordinances, regulations, administrative orders, case law and other related governing rules and regulations.
- Administrative principles and practices, including goal and objective development, work planning and employee development.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Advanced principles and practices of budget preparation and administration.
- Industry standards, practices, and trends in municipal government operations.
- Principles and practices of media and public relations, social media, methods in advertising, marketing, and general communications.
- Modern office equipment and methods including computers and related software applications.

Ability to (position requirements at entry):

- Learn, communicate, and apply the Association's policies and procedures.
- Effectively collaborate with all staff and membership.
- Effectively manage stress relating to adhering to deadlines and workloads.
- Pay close attention to detail.
- Travel to various locations around the State.
- Apply and convey technical expertise.
- Prepare and administer a budget and be Bonded.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Provide effective administrative and professional leadership and direction including mentorship.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Assess and prioritize situations and work under pressure, exercise good judgment and make sound decisions.

- Operate modern office equipment, software, and operating systems/applications.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skills in (position requirements at entry):

- Directing programs and projects effectively.
- Interpreting and applying applicable laws, rules, and regulations.
- Preparing and administering a budget.
- Preparing clear and concise programs and reports.
- Providing customer service.
- Mentoring and developing management in assigned departments and areas.
- Delegating and prioritizing work.
- Making formal presentations including public speaking in a persuasive and effective manner.
- Project management.
- Time management.
- Conflict resolution and negotiation.
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Compiling, analyzing, organizing, and evaluating data and making appropriate recommendations based on findings.
- Operating in a courteous, knowledgeable, and tactful manner with customers, staff, and the general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Operating modern office equipment, including computer software, and operating systems/applications.

Physical and Environmental Conditions:

Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Can include extended periods of sitting or standing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Incumbents in this position work indoors in an office environment and are subject to the common noises associated with office work including telephones, copiers, and printers. The position requires frequent sitting, typing, and customer contact, both by telephone and in person.

The nature of duties involves constant mental attention to discern the appropriate needs with tight deadlines. Must reside in Cheyenne, Wyoming and have the ability to travel around the State.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified candidates and encourages discussion of requests for accommodation.