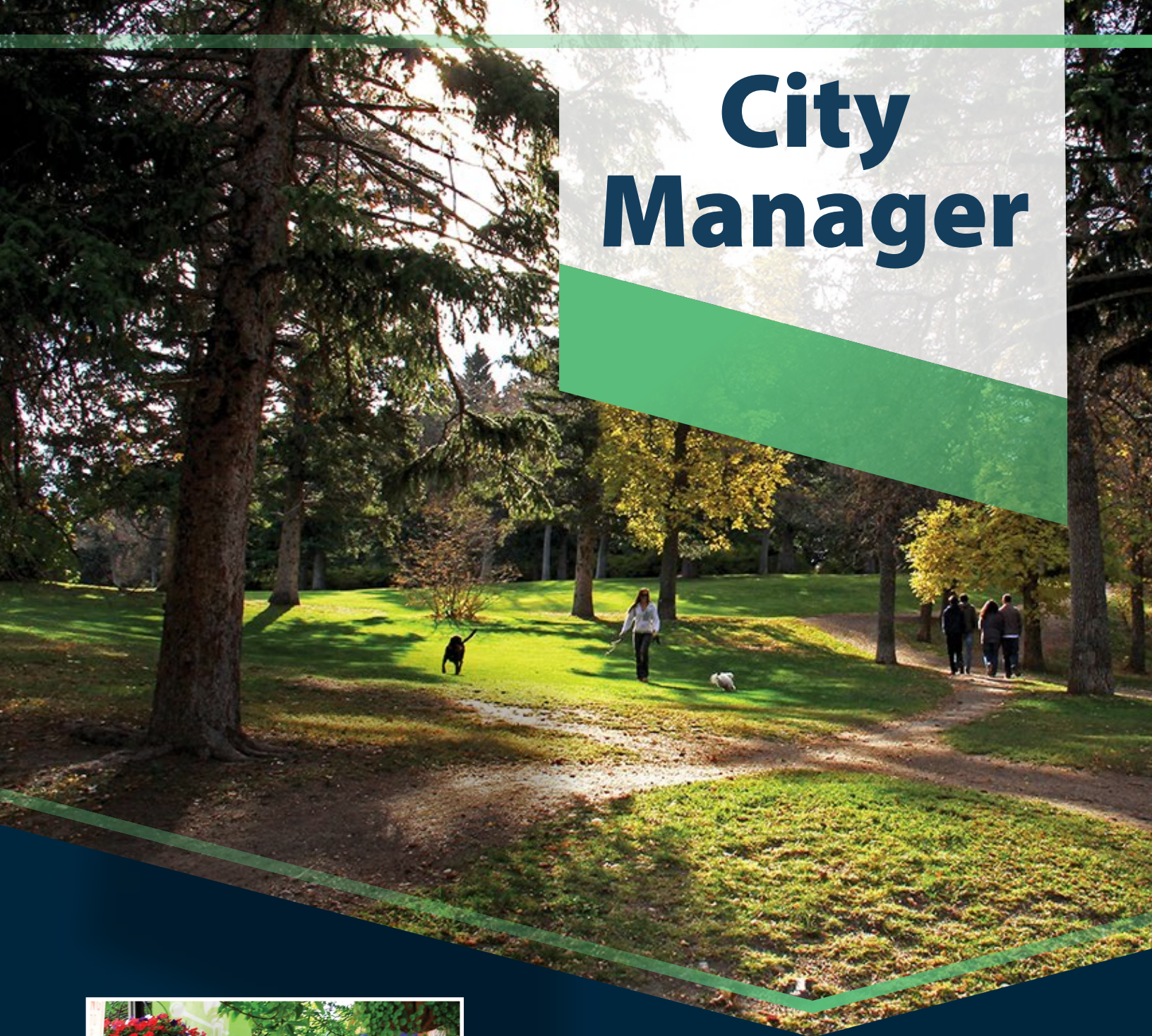


City Manager



*The next City Manager for the
City of Bozeman will enjoy an area
renowned for its natural beauty and
sophisticated community.*

BOZEMAN^{MT}

THE COMMUNITY

Beautifully situated on the eastern slope of the Rocky Mountains, scenic Bozeman covers over 18 square miles and is the county seat of Gallatin County, one of the most populated and fastest growing areas in the region. The City comprises the majority of the Bozeman Micropolitan Statistical area and is home to almost 50,000 residents. The City boasts great connectivity, with Bozeman Yellowstone International Airport just ten minutes west of Bozeman. Residents of Bozeman enjoy a high quality of life, outstanding recreational offerings, nationally-recognized public schools, a very low crime rate, and unmatched cultural amenities.

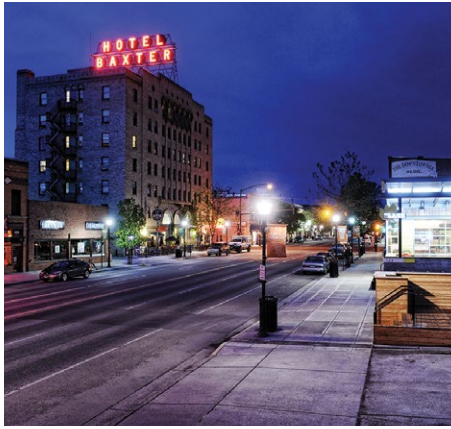


Bozeman has experienced considerable growth in the last few years and is now the fourth largest city in the state. The City's economy is supported by a variety of sectors including regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoors, bioscience, manufacturing, technology, and healthcare. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state. The area's largest employers include Montana State University, Bozeman Public School District, City of Bozeman, Bozeman Deaconess Hospital, and Oracle America, Inc.

Bozeman has received numerous awards and accolades over the years in recognition of its livability and natural attractions, including a high ranking in *Livability's* "Top 100 Best Places to Live for 2018" and *National Geographic's* "World's 25 Best Ski Towns." The area often receives such recognition because of the easy access to fly-fishing, skiing, hunting, hiking, camping, climbing, canoeing, and kayaking. Bozeman averages 300 days of sunshine each year and is an ideal location for outdoor enthusiasts. From hiking and skiing to mountain biking and fishing, Bozeman offers unmatched outdoor recreation amenities in a picturesque setting. Bozeman residents are within easy distance of several cross country and downhill ski centers and trails in the region, including Bridger Bowl and Big Sky Resort, which merged with Moonlight Basin in 2013 to form the second largest ski resort in the United States. The City of Bozeman parks system consists of 42 public parks, 52 miles of

trails, numerous sports fields and open spaces, ice rinks, off-leash dog parks, and three community garden areas with plots available for the public to rent during the summer. The Recreation Division provides great opportunities for outdoor recreation, sports, fitness, and cultural arts, with a variety of special programs such as archery, stand up paddle boarding, senior fitness, and women's fly-fishing. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.





Area students are served by Bozeman Public Schools, which has one high school (soon to be two), two middle schools, and eight elementary schools. The district provides quality education and a variety of extracurricular activities for over 6,000 students. Taxpayers recently approved a bond that will build a new high school as well as improve the existing high school. Newsweek and other publications have repeatedly ranked Bozeman High School one of the best high schools in the nation. Several private schools also operate in the area, including Mount Ellis Academy, a co-ed boarding school serving grades 9-12, and Headwaters Academy. For those seeking higher education, Montana State University's main campus is in Bozeman, and offers significant opportunities for research, scholarship, and creative work, with 60 areas of study for undergraduates and over 40 master's programs. Gallatin College complements these offerings with two-year associate degrees and one-year professional certificates.

To learn more about everything that Bozeman offers, [click here](#).

THE POSITION

The City of Bozeman operates under the City Charter as a city commission-city manager form of government with self-governing powers. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.

The City Manager is selected by and reports to the City Commission. The City Manager oversees and directs the City's organizational, leadership, management, budgetary, and administrative operations and supervises the Assistant City Managers, City Attorney, and other program administrators and administrative support personnel. The City Manager performs other high-level duties such as the following:

- Effectively communicates vision, mission, and values to the organization, and leads to those standards;
- Oversees long range forecasting and planning for the City;
- Provides effective public education and relations for the City;
- Analyzes and evaluates the effectiveness of City operations, services, programs, and reports findings and recommendations for improvements to elected City officials and the City Commission;
- Advises City officials regarding cooperative efforts with government units, public/private sector partnerships, privatization efforts, consolidation of services, and related issues;
- Directs, supervises, motivates, trains, and evaluates the work performance of subordinate staff;
- Plans, directs, leads and supervises the City's organizational, management, administrative, and financial operations to ensure all operations are conducted in accordance with established ethical standards;
- Develops the annual City financial plan and budget in accordance with established policies, including submitting annual operating and capital budgets and monitoring monthly expenditures.

The City has 429 employees and a budget of \$118 million. To view the City's strategic plan, [click here](#).

IDEAL CANDIDATE

The City is seeking a proven leader who has experience with rapidly growing communities and the challenges that they face. An understanding of the Intermountain West and associated issues concerning the environment, housing, etc. is desirable. The ideal candidate should be decisive, unflappable, and lead with a high degree of confidence (always championing empathy, civility, and ethics).

The next City Manager will enjoy working with a highly qualified staff that looks forward to supporting their next leader. Building cross-functional teams, maintaining a calm level of control through conflict, and delegating to manage workload are all essential skills. The city organization works hard and at a rapid pace, but there's also a great quality of life to be enjoyed outside of the office. Someone who is open, friendly, and approachable will find success working in this engaged community and a dynamic person who embraces the local culture would be an excellent fit. Finally, capital project experience is needed as the City commences construction on a \$40M public safety center.

EDUCATION AND EXPERIENCE

Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work is qualifying. A typical way to obtain the skills required for this position include a Master's Degree in Business or Public Administration or a closely related field and

extensive (7-10 years) experience in management, preferably in the public sector at the local level of any government. ICMA-CM preferred.

COMPENSATION AND BENEFITS

The salary range for this position is **\$158,000 to \$183,000** per year depending on qualifications and experience. The City provides a generous benefits package that includes a vehicle allowance, health insurance (medical, dental, and vision options), life insurance, retirement, and a generous leave package.

APPLICATION PROCESS

The initial review date will be **Monday, February 24, 2020**. To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will not be contacted until the late stages of the recruitment and only with prior authorization). Your resume should reflect both years and months with regard to the employment dates for current and prior positions held. Please submit your materials through the CPS HR website at: <https://executivesearch.cpshr.us/JobDetail?ID=615>

For additional information about this position please contact Josh Jones at 916.471.3301 or jjones@cpshr.us.



Because the city of Bozeman encourages public participation in all major decisions, the City will release the names of applicants selected as a finalists to the public.

