



FLATHEAD COUNTY, MONTANA

County Administrator

Mission:

*We provide responsive and accountable services
to protect and enhance the Flathead community.*

Flathead County Opportunity!

Flathead County encompasses 5,098 square miles in northwest Montana. Approximately 94% of the land is National or State Forest, wilderness, agricultural, and corporate timber land, thus confining development to the remaining 6% of the area.

"The Flathead," as locals call the valley, lies just west of the Continental Divide in northwest Montana. Here you will find the gateway to Glacier National Park, and the home of both Whitefish Mountain Resort and Blacktail Ski Area, eight golf courses, and Hungry Horse Reservoir. With the abundance of recreational opportunities and aesthetic values, it is not hard to see why Flathead County is among the fastest growing, and the third most populated county in Montana. Flathead Lake, the largest natural freshwater lake west of the Mississippi, is also among the cleanest large lakes – perfect for sailing, cruising, swimming, and fishing. A surprisingly mild climate invites you outside all year. Typical winter temperatures are in the 20s and 30s. Summer temperatures usually range from the 70s to low 90s.

With a population of just over 100,000 in 2019, you will find Flathead County has everything you need in an absolutely stunning natural environment. There are three incorporated cities in the County. The largest, Kalispell, has a population of approximately 20,000. Two additional major municipalities include Whitefish, with a population of 6,357, and Columbia Falls, with a population of 4,688. The population countywide is estimated to have grown in the last eight months to approximately 120,000.

Attraction development has greatly increased in recent years contributing to the influx of tourists and tourism-based services. Flathead County's population increases by 40% during the months of June through August due to tourism.

To learn more about what the Flathead offers, visit fcvb.org.

Flathead County by the Numbers:

Population (2019): 103,806
Median Household Income: \$56,182
Median Home Price (2019): \$273,600
Median Sales Price (2020): \$415,000
Population per square mile: 17.9

The Organization

The County Commission is the Executive as well as the Legislative branch for Flathead County. The Commission consists of three elected Commissioners. The County Commission is responsible for county policies, subdivision review, passing resolutions and ordinances, zoning, setting appropriations, setting levies for County funds, setting of fees, rural improvement districts, special districts, and appointing residents to boards and commissions. Well over half of the county's residents live in unincorporated areas.

The County is in excellent financial condition with healthy reserves and funded capital plans.

The Position

The current County Administrator is retiring after 16 years in the position, and during that time he and the Flathead County Commission have enjoyed a very strong relationship. The County Administrator is the lynchpin between the Commissioners and 20 departments representing both elected and appointed offices. The County Administrator provides overall leadership, direction, coordination, and support of the activities of the County's workforce.





In this role, you will:

- » Prepare the annual budget calendar and notify departments of calendar and parameters as set by the Commissioners. Provide budget direction to department heads and elected officials after receiving input from Commissioners.
 - » Plan and direct the County's organizational, management and administrative activities.
 - » Provide leadership and direction in the development of short and long-range plans, establishing status reviews, identifying, and coordinating interdependences between county departments and elected officials, and measuring results and accountability.
 - » Provide commissioners with background information, concerns relative to particular issues or agenda items, verify accuracy of information provided and, if necessary, make recommendations as to options and/or alternatives for decision making.
 - » Facilitate an annual Commissioners Planning Workshop to review mission, values, goals, objectives, major projects and issues for the County.
 - » Negotiate collective bargaining agreements on behalf of the Board of County Commissioners
 - » During a legislative year, review any legislation relative to counties, bring specific areas of concern to the Commissioners and testify at hearings regarding legislation. Discuss needs with legislators; may represent the Board of County Commissioners before the state legislature; coordinate the County's legislative agenda.
 - » Other duties as assigned by the Commissioners.
- To learn more, go to: flathead.mt.gov

Departments managed by other elected officials	Departments managed directly by the Commissioners	Departments managed by Commission-appointed Boards
<ul style="list-style-type: none">» Clerk, Recorder, Surveyor, and Audit» Clerk of Court» County Attorney» Justice Court» Sheriff» County Superintendent of Schools» Treasurer and Assessor	<ul style="list-style-type: none">» Agency on Aging & Transportation» Building Maintenance» 4-H/Extension» Finance» Human Resources» Information Technology» Planning and Zoning» Road and Bridge	<ul style="list-style-type: none">» Fair Board» Department of Health» Library» Solid Waste» Weeds/Parks & Rec



Ideal Candidate

The Flathead County Commission desires a visionary fiscal conservative leader who embraces the stability of their organization and will bring a steady hand to its management. The Administrator will need excellent communication skills to effectively manage relationships with 20 department heads/elected officials. As Flathead County is experiencing unprecedented growth, the Commission seeks a manager with the ability to take a proactive mindset to future development while keeping government regulations as limited as possible. The Commission does not want to grow government – it wants to manage government.

Lastly, the ideal candidate will appreciate and desire to embrace the distinctive northwest Montana lifestyle: a cordial, family-friendly, and independent community; all-season outdoor recreation; and magnificent scenery.

Education And Experience

A Bachelor's degree in Finance, public administration, or a related field is preferred. At least five years of progressively responsible experience in public/business administration, including project/program planning and evaluation, governmental relations, fiscal, financial and grant management, with a minimum of three years of supervisory experience or an equivalent combination of education and experience.

Compensation And Benefits

Salary is negotiable up to \$128,000.

The County offers a generous benefits package, including:

- » Medical, Dental, and Vision (traditional or HDHP + HSA)
- » 7.9% required pre-tax contribution of gross wages towards a defined benefit or defined contribution plan in the Montana Public Employee Retirement Systems (8.77% match from the County/State)

- » You may choose an alternate retirement plan with the same employer contribution
- » 15 vacation days per year (previous Montana government employees eligible for higher accruals)
- » 12 sick days per year
- » 10 holidays per year + 1 day for State General Elections
- » Compensatory time off: exempt employees receive compensatory time off for hours worked in excess of 40 hours/week at a 1:1 ratio subject to certain conditions
- » Longevity pay starting on the 5th year anniversary date at a rate of 0.5% of base salary, increasing 0.5% annually up to a max of 10%
- » County vehicle and phone
- » Reimbursable relocation expenses up to \$7,000

Application And Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by **Friday, February 12, 2021**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:

<https://executivesearch.cpshr.us/jobdetail?!D=1732>

For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the County Commission. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.