



Providence City, UTAH

Invites Your Interest in the Position of City Manager

City Background

Providence City is a municipality located in Cache County in Northern Utah. The City is bounded on the north by Logan City and River Heights City, on the south by the City of Millville and on the east by the Wasatch Cache Uintah National Forest. Providence City is a 5th Class city (a municipality with a population of 1,000 or more but less than 10,000) located in the regional Logan Metropolitan Statistical Area. The population of Cache County is approximately 126,000. The county seat is Logan City with a population of approximately 52,000. Logan is home to Utah State University. Cache County has a diverse and thriving economic base.

The governing body of Providence City operates pursuant to Utah Code 10-3b-301 in a six-member council form of government, of which one is a mayor. Providence City Mayor John Drew was elected in November 2017, along with Council Member Kristina Eck; Council Members Kirk Allen, Dennis Giles, and Roy Sneddon were elected in November 2015. Brent Fresz was appointed to fill a mid-term vacancy on May 22, 2018.

The city is a growing residential community, with a growing commercial area, successful cottage industries and is a metropolitan area with historic agricultural roots. Cache County is at approximately 4500 feet in elevation and is surrounded by the Wellsville Mountains on the west and the Wasatch Mountains to the east. The area has a thriving 4-season recreation culture with much opportunity for hiking, biking, hunting, fishing, snowmobiling, bird watching, backpacking, and camping. We are about a 4-hour drive to Grand Teton and Yellowstone National Parks, 30 minutes to the Idaho border, 90 minutes to Salt Lake City and the airport, and are situated in the Northeast corner of the state.

The Position

The City Council is seeking to hire an experienced administrator who is highly professional, ethical, and possesses strong leadership skills and judgement to serve as its City Manager. The City Manager is the Chief Administrative Officer and oversees all city staff and city operations. The City Manager is an appointed position and serves at the pleasure of the City Council.

The City provides for justice court, library, water/sewer/storm water operations, community/economic development, public works, parks, and administrative services. Fire, police, animal control and wastewater treatment services are contracted out to local agencies. The City Manager is responsible for the implementation of policy and the overall operations of a \$7 million combined budget, as well as management and leadership of 19 full-time employees, and part time recreation and crossing guard employees.

Job Functions

- Works with elected officials to establish sound operating policies, continued refinement of the city code and a long-range vision for the city.
- Manages and supervises all departments of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and government agencies as needed.
- Provides professional advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups and the public.
- Prepares and submits to the council a preliminary annual City budget which sets forth the estimated revenue and anticipated expenditures, including capital improvement programs.
- Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Exercises supervision over all municipal employees either directly or through subordinate supervisors except the City Attorney, City Engineer, City Recorder and City Treasurer.
- Works with City staff to develop professional skills and abilities while mentoring and coaching to improve retention of valuable employees.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures in order to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Appoints and removes all department heads and employees of the city, except the City Attorney, City Engineer, City Recorder and City Treasurer.
- Responds to and resolves difficult and sensitive employee, resident and other stakeholder inquiries and complaints.
- Works to ensure good community relations through courteous and respectful communications.
- Attends all meetings of the Council, Planning Commission and Appeals Commission.
- Performs other related duties as assigned.

Job Qualifications and Personal Attributes

- Thorough knowledge of principles and practices of municipal management and administration including Utah State Code, and other legal and political issues affecting city operations.
- A minimum of ten years' progressively responsible experience in an organization of comparable complexity, preferably in city government, including grant writing.
- A breadth of experience in a variety of job assignments supporting municipal government operations.
- A bachelor's degree in public administration, business administration, or related field; a master's degree in public administration, business administration, or a related field is strongly preferred.
- Considerable knowledge of computer technologies supporting city operations.
- A team-oriented leadership style with a creative, problem-solving, collaborative approach and well developed interpersonal and oral/written communication skills.
- Skill in the art of diplomacy and maintaining effective working relationship with State, Federal and local officials, and city residents.
- At least one year of experience as a City Manager or Assistant Manager is preferred, although experience in comparable positions will be considered.

Compensation and Benefits

The starting salary range is \$80,000 - \$110,000, depending on qualifications and experience. Residency in the city is not required, but is required within Cache County.

Providence City offers the following benefits: member of Utah State Retirement Systems, medical and dental insurance, vision and supplemental insurances available, HSA contribution, annual leave, ten paid holidays, FMLA, funeral leave, and tuition reimbursement (see Providence City Personnel Policy for details).

To Apply

Interested candidates should apply immediately.

Apply online at www.providencacity.com/employment with resume, cover letter, and contact information for five professional references by September 13, 2019 to the attention of Diane Campbell, Human Resources, Providence City, 164 North Gateway Drive, Providence, Utah, 84332 Tel: 435-752-9441; or dcampbell@providence.utah.gov.

The City of Providence is an Equal Opportunity Employer