

CITY ADMINISTRATOR THE CITY OF BILLINGS, MONTANA

This is an exceptional opportunity for a seasoned management professional to live and work in a dynamic, vibrant and growing community, the largest community in the State of Montana. The City Council is seeking an innovative and professional City Administrator to lead the City organization as it grows and develops for the future.

The current City Administrator has announced her intention to retire this fall, after 13 years with the City and is leaving the organization in an excellent position for the future.

The successful candidate for the position of City Administrator of the City of Billings should meet the following criteria:

- Possess a Bachelor's degree in public administration, business administration, political science, or a related field from an accredited college or university. A Master's degree in public administration and 12 years or more of related experience, or equivalent, is required.
- Display evidence of continued professional development such as designation as an ICMA Credentialed Manager.
- Have proven and demonstrated executive-level management experience with a minimum of five to seven years of experience as a City Administrator or Manager, Deputy or Assistant City Administrator or Manager in a municipality of similar size and complexity.
- Have experience in finance and economic development and has a well-rounded knowledge of every aspect of City government.
- Experience in a growing city and experience with successful planning for growth and development.

The City Administrator of the City of Billings is the Chief Administrative Officer of the City. He/she provides leadership to the organization consisting of a high quality and dedicated staff led by a 10-member team of seasoned professionals who work collaboratively to address issues and ideas. Department heads are expected to play a role in other facets of government such as chairing the self-funded employee health insurance program and United Way campaigns, among other activities, in addition to their departmental duties. The City Administrator and the leadership team have the support of the City Council.

The City Administrator is required to be a resident of the City of Billings within a reasonable time after appointment (as specified by the City Council).

Billings is located on the high plains in the south central part of the state of Montana, giving it more abundant sunshine and less snow than in the mountains to the west. It is an outdoor lover's paradise, with deer and elk hunting and trout fishing within easy driving

distance. Also, within a 3-hour drive are the Red Lodge ski area, historic Yellowstone National Park and the Little Big Horn Battlefield.

Billings is the largest City in Montana, with an estimated 2017 population of 112,000. Further, it provides service to about 500,000 people from a region encompassing all of Montana, northern Wyoming and the Dakotas.

The City Government of the City of Billings operates under a City Charter which became effective in 1977. The City is governed by a Mayor elected at-large for a four-year term and ten City Council members elected from five wards for four-year staggered terms. The next municipal election is scheduled for November 7, 2017, with the Mayor's and five City Council seats open.

The FY 2017 budget for the City is \$329 million with healthy reserves in the General Fund and other funds.

The Mission Statement for the City of Billings City government is to "Deliver cost effective public services that enhance our community's quality of life."

The starting annual salary will be market competitive depending upon the qualifications and experience. An excellent fringe benefit plan is provided and reasonable relocation expense reimbursement will be negotiated.

This position is open until filled. First review of candidates on October 6, 2017.

Confidential resumes should be sent by close of business on October 6, 2017 to **James Mercer, The Mercer Group, Inc., 1000 Cordova Place, #726, Santa Fe, NM 87505.**
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