



CITY ADMINISTRATOR

\$110,000 - \$130,000

Plus Excellent Benefits

Apply by
January 17, 2020
(First Review. Open Until Filled)



WHY APPLY?



Located in the scenic Wood River Valley in south central Idaho, Sun Valley sits at the edge of the Sawtooth and Challis National Forests. Sun Valley is a year-round mountain resort enjoyed by serious mountain bikers, trout fisherman and winter enthusiasts from around the world. With its natural beauty, Sun Valley is home to a variety of seasonal experiences and a high quality of life.

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This is an excellent opportunity for a dynamic public-sector management professional to work alongside an engaged Mayor and Council to play a critical role in enhancing an organization with dedicated employees. If you are interested in making a difference in a picturesque community that takes pride in its friendliness and natural beauty, this is the position for you!

THE COMMUNITY

Crowned as “America’s First Destination Ski Resort,” Sun Valley is the home to a world-class mountain resort. Winter activities include skiing and snowboarding on over 2,000 acres of downhill terrain along with numerous miles of Nordic ski trails.

When the snow starts to melt, the surrounding natural beauty of Sun Valley continues to offer an abundance of recreational opportunities including street and mountain biking, climbing, boating, endless hiking trails, horseback riding, camping and river and lake fishing. The area also offers three golf courses, tennis courts, and public swimming pools. The Sun Valley Lodge hosts summer ice shows, and the City is home to numerous arts and cultural offerings.

With a population of over 1,400 full-time residents that live in a variety of single-family homes and condominiums, of the roughly 2,400 housing units, approximately 50% have been identified as second homes and seasonal or recreational rentals. The area is served by Friedman Memorial Airport, which provides nonstop flights from six major cities.

THE CITY



Incorporated in 1947, the City of Sun Valley has a Mayor/Council form of government and operates as a statutory city under Idaho State laws. The Mayor is elected by the voters and serves as Chief Administrative Officer with a four-member City Council serving as the policy making legislative body of the City. All elected officials serve four-year terms. The current Mayor served on the City Council for two years and is in the last year of a 4-year term. It is anticipated that he will run again for Mayor. The City is made up of five departments including Administration, Community Development, Police, Fire, and Streets. Sun Valley operates on a 2019 budget of \$17,598,220, though the City’s budget includes part of a major street and path construction program that was supported by the Sun Valley voters in 2017. Typically, the City’s budget is approximately \$7 million each year. A total of 32 full-time employees and 21 part-time employees, primarily paid on-call firefighters, work for the City, and there are no unionized employees.

THE DEPARTMENT & POSITION

The Administration Department is comprised of four full-time employees and operates with an annual budget of approximately \$1,000,000. The primary responsibilities of the Department include the associated functions of the City Clerk, Finance/Treasurer, and the City Administrator. Funding for IT services, City Attorney services, and City Hall building functions are included in the Administration Department budget.

Under the administrative direction of the Mayor, the City Administrator oversees the City’s day-to-day operations and ensure that all work is carried out efficiently and effectively with the greatest degree



of professionalism and integrity. The City Administrator plans and directs City work activity in accordance with adopted City codes and policies and, as requested, will assist the Mayor in managing Regional and Intergovernmental City affairs. The City Administrator assists the City Council by maintaining effective and open relationships, providing professional recommendations, developing options to assist in effective decision making and by providing regular written communication and updates on City activity. The City Administrator also serves as the Department Director for the Administration Department, functions in the role of budget officer, and serves as the City's Human Resources Director.

Other Main Responsibilities Include:

- Assures the development of short- and long-term plans to meet the goals and objectives of the Mayor and City Council. Presents policy recommendations to the Mayor and City Council regarding all aspects of City programs and services, and implements the policies established by the Council.
- Oversees preparation of the City's draft annual budget; establishes administrative objectives for the budget; identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the City Council, and makes oral presentations at budget hearings regarding specific budget proposals.
- Serves as the City's Human Resource administrator. Responsible for implementing and administering the personnel policies and procedures, State and federal labor laws.
- Fully implements and directs the adopted budget, for all funds, ensuring the achievement of the City Council's goals.
- Monitors the City's financial condition by regularly evaluating revenue/expenditure trends, performs cost control activities to maintain and insure fiscal

integrity and completes on an annual basis a fiscal analysis, recommending to the City Council changes in service levels or in user fees, and taxes as necessary to maintain a sound financial condition; establishes and maintains intergovernmental coordination related to available funding, including the preparation of grants.

- Assures efficient and responsible City operations by providing managerial leadership and direction; designs and maintains organizational structure; ensures the organization adheres to the policies and procedures, and monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with staff in developing administrative and departmental goals.
- Establishes and maintains best practices for City operations, including internal controls, staff professionalism and use of City resources. Takes responsibility for all real and personal property of the City, including responsibility for all inventories of such property and for the upkeep of all such property.
- If requested by Mayor, oversees the contract for legal services for the City.
- Develops standard operating procedures for the use of City resources, identifying best practices in reporting forms, monthly approvals, and training.
- Coordinates with Community Development on high profile, high impact planning applications and requests for amendments to the Comprehensive Land Use Plan, to ensure community notification and hearing processes are sufficient, public comment is broadly sought and, when appropriate, that collaboration of all stakeholder's is fully developed.



➤ Takes an active supervisory role in ensuring that all public safety requirements, including training, communication, resource support, emergency response plans, etc. are implemented, including crisis response roles for elected officials.

OPPORTUNITIES & CHALLENGES

Organizational Challenges

This is a working, hands-on position. Since the organization has a small staff of 32 (mostly police and fire), all department heads including the City Clerk, Treasurer/Finance Director, Community Development Director, Director of Public Safety, and Streets Superintendent report to the City Administrator. The City Engineer and City Attorney, as well as the Prosecuting Attorney are contracted to outside providers. Currently the elected officials hold staff in very high regard.

Contact with Citizens

In Sun Valley, there are 1,040 registered voters and many non-voting second homeowners. Of approximately 2,400 dwelling units, 50% are second homes and population significantly swells during the Christmas season and the month of August. Although most of the citizen contact is with elected officials, customer service by staff is very important. The ability to remain flexible and adaptable is absolutely necessary in all staff positions.



Sun Valley Company

The Company is the only substantial commercial activity located in the City and the main source of Local Option Tax revenue which contributes about one-third of the budget revenue.

Relationships with the City of Ketchum and Other Entities

Sun Valley is contiguous to Ketchum, which is the main commercial center of the area. Restaurants, shopping, hotels, and cultural events are all found in Ketchum. Ketchum is about three times the size of Sun Valley in residents and operational budget. Blaine County officials work well with the City, although contacts are fairly infrequent.

Short Term Opportunities:

- In 2017, the City passed a \$17.5M bond to finance a 4 to 5 year Road & Path Rehabilitation Program to repair badly neglected infrastructure. The City is in Year 2 of the program, and while most of the repair work has been completed, the projects for the future will be more creative and innovative.
- There is planned expenditure of funds to update City Hall, including minor structural changes. This will be a multiple year program with a sharp pencil put to costs.
- There will be continued efforts made to consolidate public safety services in the north valley. While this is not a new initiative, as it has been talked about for 30 years, the financial and services benefits are so overwhelming positive, efforts and resources will be continually dedicated to the task.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree from a college or university is preferred. Candidates must have five (5) years of supervisory administrative experience, including at least three (3) years of management or administration of diverse functional departments including human resource management. A combination of education and work experience will be considered. Experience in a mountain resort town is strongly desired along with a history of community involvement.

Necessary Knowledge, Skills and Abilities:

- Strong analytical skills and demonstrated facility with budgets, including capital improvements, fixed assets and bond indebtedness.
- A broad range of administration skills and knowledge, with a proven track record of success in managing in a small organization; ability to prioritize and meet deadlines.

- Demonstrated success leading and managing change; tackling complex and challenging problems; working with a diverse array of partners.
- Demonstrated dedication to outstanding customer service.
- The highest personal and professional integrity, along with a strong work ethic.
- Excellent verbal and written communication skills – including presentation and public speaking skills – and a demonstrated ability to create clear communications in all forms and with a varying audience.

COMPENSATION & BENEFITS

- **\$110,000 - \$130,000 DOQ**
Plus exceptional benefit package

Please visit:
www.sunvalleyidaho.gov



The City of Sun Valley is an Equal Opportunity Employer; preference will be given to qualified veterans. All qualified candidates are strongly encouraged to apply by **January 17, 2020** (first review, open until filled). To apply online, go to **www.prothman-jobboard.com**. Required documents will be accepted electronically and can be uploaded once you have logged in.