



PIONEERING UTAH'S FUTURE

Lehi City, Utah

(Est. Pop. 50,947 – the 13th Largest City in the State of Utah)

The Community

Lehi is a dynamic community that has always represented the best of each generation. Lehi was settled by Mormon pioneers in 1850 and was incorporated in 1852 (Utah's 6th oldest city). Today, high-tech companies from across the nation—including IM Flash, Microsoft, and Adobe—have come to embrace our lifestyle of opportunity and optimism.

As the gateway to Utah County, Lehi is located 12 miles north of Provo and 23 miles south of Salt Lake City. Just to the south is Utah Lake used for boating, fishing and hunting. The river that drains into Utah Lake is the Jordan River, which runs through the City. To the east and west are beautiful mountain ranges—all of which are within thirty minutes of Lehi, offering a variety of activities including hiking, mountain biking, fishing, camping and skiing. With plenty to entertain, enlighten, and inspire, Lehi is a place for families today and tomorrow.

Even with the downturn in the economy, Lehi City has averaged almost 50 new single-family building permits over the last five years (and trending over 65 per month today). In resultant population growth, this has meant a 150% increase since the year 2000; from a population of 19,000 to over 50,000 today. Although some established neighborhoods exist (the City's current 26.6 square mile area is 35% built-out), all the growth means newcomers are readily accepted and can have a great impact even though they are not "from here." Lehi is also the right size—large enough to have many of the amenities of a large city yet small enough to be manageable, get things done, and feel like a neighborly/small town.

Lehi City has the potential to become one of the premier commercial centers along the Wasatch Front. The City is dissected in multiple ways by major roadways from both north to south and east to west—all of which combine to provide exceptional visibility and access to largely undeveloped commercial regions in the City. The growth potential this provides is further bolstered by anchors such as Cabela's, the Outlet Mall at Traverse Mountain, the NSA Data Center, and Thanksgiving Point. Currently there is over 3,500,000 square feet of new office space scrambling to develop in the City.

Everyone has a different reason for making Lehi City their home. Some families love the safe neighborhoods and active community. Others love the mountains and the active outdoor lifestyle. They love the careers and opportunities in this regional crossroad that's as friendly to their business as it is to their families. Though everyone has their own reasons, Lehi is a great place to live well.



The Organization

Lehi City has a six (6) member council form of government. Policy making and legislative authority are vested in a governing council consisting of the mayor and five city council members. The governing council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and appointing the City's administrator, recorder, and treasurer.

The City Administrator is responsible for carrying out policies and ordinances of the governing council, for overseeing the day-to-day operations of the organization, and for managing the heads of the various departments (including the Assistant City Administrator).

Assistant City Administrator

Derek Todd was appointed as the City Administrator in April of 2012 and oversees a staff of approximately 337 FTE's.

The City provides a full range of services, including police and fire/EMS service; street and park maintenance; both commercial and residential building inspection; and a wide variety of recreational and cultural programs, including a couple of aquatics facilities. The City also owns and operates an electrical distribution system in addition to its culinary water, secondary water, wastewater, and storm drain systems.

The Position

The Assistant City Administrator provides high-level administrative, technical and professional assistance to the City Administrator related to direction, supervision and administration of the City's government. This position serves as a member of the Executive Management Team along with the Police Chief, Fire Chief, Finance Director, Economic Development Coordinator, Planning Director, City Engineer and Public Works Director. The Assistant City Administrator is the Department Head for the Administrative Services and Leisure Services departments and divisions; which includes oversight of budgets totaling just under \$6.4 million.

The Assistant City Administrator exercises direct supervision over the City Recorder, Human Resource Technician, Risk Manager, Library Director, Recreation/ Legacy Center Manager, Museum Manager, Senior Citizen Manager, Literacy Center Manager; along with the indirect reports of 12 full-time and 82 part-time FTE's. The Assistant City Administrator is responsible for the day-to-day administration of the Administrative Services Division and Leisure Services departments, and also leads team efforts on assigned special projects, programs, initiatives, and committees.

The City Administrator's Office follows a team-centered management style that emphasizes ethics and integrity, high-quality staff work, timely service delivery, goal-driven results, staff development, dedication and innovation. The Assistant City Administrator is looked to for City and departmental leadership and must be able to master new situations quickly; to be a broad thinker, open to the insights and contributions of others; and to bring a results-oriented, teamwork style to the work of the Administration Department. A critical responsibility of this position is establishing positive working relationships with representatives of community organizations, state/local agencies, the Mayor and City Council, City administration and staff, and the public. As



Assistant City Administrator

a result—and when assigned—this position will then be able to seamlessly serve in the City Administrator's stead in his absence.

Qualifications

Graduation from an accredited college or university required, with a Master's Degree in Public Administration or closely related field. Candidates must have at least five (5) years of progressively responsible experience in municipal management. Candidates must also be bondable.

Additionally, candidates must have considerable knowledge in the following areas:

- Public management theory, methods, and practices;
- Municipal and fiscal accounting principles, practices and procedures;
- Municipal organizations and department operations including applicable laws and regulations;
- Budgeting, accounting and related statistical procedures;
- Various revenue sources available including state and federal sources;
- Utah state laws as they apply to city management practices;
- Human resource management practices and procedures.

Required knowledge, skills and proficiencies include the following:

- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with City officials, staff, and the public;
- Analyze a variety of financial and operating problems and to develop sound recommendations for their improvement.
- Produce timely reports of a varying nature.
- Independently administer delegated areas of responsibility.

Compensation

The current annual salary range for this position is \$77,324 to \$112,120 (Grade 22), with a starting rate of up to \$94,722, depending upon the qualifications of the

selected individual. The City also offers competitive employee benefits including:

- Payment into the Utah Retirement System, or in a 457 deferred compensation plan, if eligible for exempt status from URS;
- Insurance coverage for employee and dependents, including medical, dental, and vision;
- Employee group life insurance;
- 13 paid holidays, vacation, and sick leave.

Application

Each applicant is required to turn in a Lehi City application, a letter of interest, and a resume to Human Resources, 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.**

Selection Schedule

Each applicant should plan their calendars according to the following schedule, as these dates are confirmed:

- Application deadline: August 15, 2012 5:00 p.m.
- Initial Interviews: September 5, 2012
- Final Interview Process: September 19, 2012

Other Important Information

A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources, or from the City website. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.

