



LEHI CITY INTERNAL POSITION OPENING*

Assistant to the City Administrator

***Per Lehi City Policy, only current Lehi City employees can be considered for Internal Openings. If at least three employees do not apply, this position will be opened to the general public.**

CLOSING DATE: June 25, 2015, 6:00 p.m. MDT

SALARY RANGE: \$56,716 - \$79,402 (Grade 18)
Starting rate will be up to the middle of the range, DOQ

STATUS: Full-time with benefits (health, dental, vision, life, retirement, paid leave, etc.)

DEPARTMENT: Administration

JOB SUMMARY: Under the guidance and direction of the City Administrator and Assistant City Administrator, performs a variety of professional and administrative duties related to the management of special projects; This position serves as a member of the Senior Leadership Team along with the Assistant City Administrator, Police Chief, Fire Chief, Finance Director, Economic Development Director, Community Development Director, City Engineer, Justice Court Judge, City Attorney, Power Director, and Public Works Director.

The Assistant to the City Administrator coordinates with and assists department heads to implement change in city policy and processes and special projects; serves as a liaison between the City Administrator's Office and staff throughout the City to gather information, share ideas, and provide resources to department directors and staff; may develop and coordinate city-wide public relations programs, media relations and marketing plans; may develop, supervise and implement strategic communication plans for the city's community relations activities. Based on the selected candidate's strengths and experience, the City Administrator will determine the specific assignments that the new Assistant to the City Administrator will oversee in addition to the city-wide projects and initiatives the Assistant to the City Administrator will lead.

MINIMUM REQUIREMENTS: Graduation from an accredited college with a Bachelor's degree in public administration, social sciences, business, management or related field; a Master's degree in public administration, business management or related field is strongly preferred; AND two to three (2-3) years of progressively responsible experience in the public sector.

APPLICATION: Each applicant is required to turn in a Lehi City application, a letter of interest, a separate resume, and copies of applicable certifications to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to apply@lehi-ut.gov. Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.



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

- **Application deadline:** June 25, 2015, 6:00 p.m. MDT
- **Interviews:** July 1, 2015