

**LEHI CITY POSITION OPENING
ASSISTANT CITY ADMINISTRATOR**



CLOSING DATE: March 12, 2014.

SALARY RANGE: \$90,286 to \$130,914 (Grade 24), with a starting rate of up to \$110,600

STATUS: Full Time with Benefits

DEPARTMENT: Administration

JOB SUMMARY: 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 Senior Leadership Team along with the Assistant to the City Administrator, Police Chief, Fire Chief, Finance Director, Economic Development Director, Planning Director, City Engineer, Justice Court Judge, City Attorney, Power Director, and Public Works Director. The Assistant City Administrator serves as the Department Head for the Administrative Services and Leisure Services departments; which includes oversight of budgets totaling just under \$6.4 million and about 120 FTEs.

Please also see [this recruitment brochure](#) for additional information about the City of Lehi.

The Assistant City Administrator exercises direct supervision over the City Recorder, Human Resource Manager, Library Director, Recreation Director, Museum Manager, Senior Citizen Manager, Literacy Center Manager along with the indirect reports of 20 full-time and 95 part-time FTE's. In addition to being responsible for the day-to-day management of the Administrative Services and Leisure Services departments, the Assistant City Administrator 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. 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 a result, when assigned by the City Administrator, this position will then be able to seamlessly serve in the stead of the City Administrator.

Selection Schedule:

- Application Filing Deadline: Wednesday, March 12, 2014
- Preliminary Interviews: Wednesday, April 2, 2014
- Final Interview Process: Wednesday, April 23, 2014

These dates have been confirmed and it is recommended that you plan your calendar accordingly.

Compensation:

The current annual salary range for this position is \$90,286 to \$130,914 (Grade 24), with a starting rate of up to \$110,600, 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
- 4/10 work week

MINIMUM REQUIREMENTS: 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, candidate 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:

- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to analyze a variety of financial and operating problems and to develop sound recommendations for their improvement.
- Ability to produce reports of a varying nature on a timely basis.
- Ability to independently administer delegated areas of responsibility.

APPLICATIONS: Each applicant is required to turn in a City of Lehi 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.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. City of Lehi 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. City of Lehi is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.