



## LEHI CITY INTERNAL POSITION OPENING\*

### Assistant 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 2, 2015, 6:00 PM

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

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

**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, Community Development Director, City Engineer, Justice Court Judge, City Attorney, Power Director, and Public Works Director.

The Assistant City Administrator is a key position within the organization, and it is essential for the successful candidate to work closely with the City Administrator to carry out city-wide initiatives and set the tone and vision for City staff. The Assistant City Administrator also communicates with City Council on a regular basis regarding City issues and programs. Based on the selected candidate's strengths and experience, the City Administrator will determine the specific departments that the new Assistant City Administrator will oversee in addition to the city-wide projects and initiatives the Assistant City Administrator will lead.

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.

**MINIMUM REQUIREMENTS:** Graduation from an accredited college or university required, with a bachelor's degree in business, public administration or closely related field. Candidates must have at least five (5) years

of progressively responsible experience in municipal management. Additional education beyond a bachelor's degree can be substituted for years of experience. 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 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](mailto: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. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. 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](http://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.