



# Assistant City Administrator Lehi City, Utah





*Lehi, Utah's Assistant City Administrator position offers candidates the opportunity to further their career in a vibrant, dynamic community located in the heart of one of the fastest growing areas in the country.*

## The Community

Located at the heart of the fast-growing Wasatch Front, Lehi is just 23 miles south of Salt Lake City and 12 miles north of Provo. Lehi covers a large geographic area, 26.6 square miles, and is only 35 percent built out. Lehi is one of the fastest growing cities in the country. The City is currently home to over 50,000 residents, with a population that has grown 150 percent since 2000 and an average of over 50 residential building permits issued each month.

Lehi is a beautiful place to live and work. Utah Lake is located just to the South, with the picturesque Jordan River running through the City on its way to emptying into the Great Salt Lake. Lehi is surrounded by the Wasatch Mountains on the East and the White Mountains and Oquirrh Mountains on the West. Lehi's beautiful natural surroundings provide easy access to hiking, mountain biking, fishing, camping, skiing, hunting, and many other outdoor activities.

In addition to its incredible outdoor opportunities, Lehi is also home to Thanksgiving Point, a unique destination providing entertainment options, botanical gardens, and commercial business opportunities. The City is also home to a significant number of retail stores, restaurants, and primary employers. Lehi is also a part of the Salt Lake City and Provo metropolitan areas, providing a close vicinity to high-end cultural activities, professional and collegiate sports, and internationally-recognized shopping and restaurants.



Lehi has quickly become one of the premier locations for primary employers in the inter-mountain west. As part of Utah's "Silicon Slopes," Lehi is home to Adobe, Microsoft, IM Flash, SirsiDynix, AtTask, Xactware, MoneyDesktop, and several other high-tech companies.

Lehi is also home to large employers like Blender Bottle, Vivint, Xango, Young Living, and many others.

Lehi is not just a place for primary employers; the City is also home to a diverse selection of retailers and restaurants. The Outlets at Traverse Mountain are home to over 50 high-end retailers including Cabela's, Columbia Sportswear, Eddie Bauer, Quicksilver, Oakley, and many others. Lehi is also home to several other retailers including Costco and Lowes, among several others.



Lehi's location at the heart of the Wasatch Front provides it the ability to support any type of lifestyle. Lehi is just a short 25 minute drive from downtown Salt Lake City, which provides a dynamic urban setting. If country living is what people are looking for, Lehi is just a 10 minute drive from beautiful farms and ranches with large lots for building a home. At its core, Lehi is a suburban community with scores of beautiful, new homes. With beautiful public parks, a full-service public recreation center, an indoor and outdoor public pools, nine elementary schools, two junior high schools, and one high school (with a second one soon to be under construction) Lehi is an ideal place to raise a family.

## The Organization

Lehi City has a six-member council form of government, consisting of a mayor and five council members. The City Council is responsible for policy making and is vested with legislative authority. The Mayor is the chief executive officer of the City.

The City Administrator is responsible for carrying out the policies and ordinances of the city council, overseeing day-to-day operations of the City, and managing the directors of the City's departments.

The City has approximately 350 FTEs, and a total municipal budget of over \$111 million. The City provides a full range of services, including police and fire/EMS, streets and park maintenance, commercial and residential permitting and building inspection, and power and water utilities. Lehi also provides a wide variety of recreational and cultural programs including a library, senior center, recreation center, indoor and outdoor pools, museum, and a literacy center.

## The Position

The Assistant City Administrator provides high-level administrative, technical, and professional assistance to the City Administrator. This position serves as a member of the senior leadership team along with the Assistant to the City Administrator, Police Chief, Fire Chief, Development Services Director, Power Director, Finance Director, City Attorney, Justice Court Judge, Planning Director, City Engineer, and Public Works Director.

The Assistant City Administrator serves as department director for the Administrative Services Department and Leisure Services Department, which includes approximately 120 FTEs and budgets totaling approximately \$8,300,000. The Assistant City Administrator exercises direct supervision over the City Recorder, Human Resources Manager, Library Manager, Recreation Manager, Museum Manager, Senior Services Manager, and Literacy Center Manager. In addition to leading the Administrative Services Department and Leisure Services Department, the Assistant City Administrator leads team efforts on assigned special projects, programs, initiatives, and committees.

Lehi City follows a team-centered management style that emphasizes ethics, integrity, high-quality staff work, timely service delivery, goal-driven results, staff development, dedication, and innovation. The Assistant City Administrator provides leadership for the City overall and departments and must be able to master new situations quickly, be a broad thinker, be open to the insights and contributions of others, and demonstrate an ability to lead with a teamwork-oriented leadership style.



A critical responsibility of this position is establishing positive working relationships with representatives of community organizations, state and inter-governmental agencies, the Mayor and City Council, City staff, and the public. As a result, when assigned by the City Administrator, this position will be expected to serve seamlessly in the stead of the City Administrator when necessary.

## Qualifications

Qualified candidates must have graduated from an accredited college or university with a Master's Degree in Public Administration or a closely-related field. Qualified candidates must have five (5) years of progressively responsible experience in municipal management.

Additionally, qualified 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;
- Municipal budgeting and statistical principles and practices;
- An understanding of various revenues available to municipalities, including state and federal revenue sources;
- Utah state laws as they apply to municipal management practices;
- Human resource management practices and procedures.

Required knowledge, skills, and proficiencies include:

- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with City officials, staff, 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.



# Compensation

The current annual salary for this position is \$90,286 to \$130,914 (Grade 24), with a starting range up to \$110,600, depending on the qualifications of the selected candidate. The City also provides 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 (City currently pays 100 percent of premiums);
- Employee group life insurance;
- 13 paid holidays;
- Vacation and sick leave;
- 4/10 work week.

# How to Apply

Each applicant is required to turn in a Lehi City application, a letter of interest, copies of applicable certifications, and a separate resume by hard copy to:

Human Resources  
153 North 100 East  
Lehi, Utah 84043

Required application materials may also be submitted electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). Only applications that meet the requirements and qualifications listed above will be considered.

The selection schedule will proceed as follows:

- Application filing deadline: Wednesday, March 12, 2014
- Preliminary interviews: Wednesday, April 2, 2014
- Final interview process: Wednesday, April 23, 2014

These dates are confirmed, and it is recommended that applicants plan their calendars accordingly.

A complete list of essential functions and minimum requirements of this position, as well as required application forms, may be obtained from Human Resources by emailing [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov) or on the City's website ([www.lehi-ut.gov](http://www.lehi-ut.gov)). The City will provide reasonable accommodations for any applicant during the examination and selection process. Applicants with special needs may call (801) 768-7100, ext. 2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability.

