

Title

City Manager/City Administrator

Purpose

The City of North Salt Lake is looking for a proven leader to replace its retiring Chief Administrative Officer (City Manager). This position has been held by one individual since 1978.

Numbers

Mayor and a 5 member council elected to 4-year terms. The City employs over 150, including 60 permanent employees.

NSL has an annual budget over \$18M including a general fund budget of \$9.2M, and a population over 14,000.

Form of Government

NSL is a Mayor/Council form of government with a manager position established by ordinance.

Tasks

The City Manager manages the day-to-day operations and internal affairs of the City, as well as exercises general supervision over public properties and parks. The City Manager is responsible for enforcing and administering provisions of city laws and ordinances. Manages the preparation and administration of city budgets and oversees fiscal activity of the City to assure compliance with approved budgets. Coordinates city-wide activities and facilitates implementation strategies as directed by the governing body. Represents the City as directed by the Mayor and City Council.

Qualifications

Graduation from an accredited college with a Masters degree in business or public administration and 8 years of progressively responsible experience in municipal management or the equivalent combination of education and experience.

Thorough knowledge of management theory, methods and practices of municipal organizations. Considerable knowledge of state laws as they apply to city management practices, human resource management practices and procedures. Considerable knowledge of the Federal Fair Labor Standards requirements.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of policy matters between the governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively both verbally and in writing; establish and maintain effective working relationships with the Mayor and City Council, department heads, intergovernmental agencies, employees and the public.

Compensation

Pay range: \$77,822 - \$102,408, DOQ plus benefits.

How to Apply

Applications or resumes can be sent to North Salt Lake City, attention Collin Wood at 20 South, Highway 89, North Salt Lake, Utah, 84054 or emailed to collinw@nslcity.org. Applications and resumes will be accepted for consideration until **5:30 pm, December 28, 2009**. North Salt Lake City is an equal opportunity employer.