

The City of Missoula, Montana

Invites Qualified Candidates to Apply For

Central Services Director



ABOUT MISSOULA – Missoula, a progressive city with a population of 67,290 that serves more than 110,000 most days, is Western Montana’s center for business, recreation, and education. Quality of life is key to Missoula, a place where a night at the theater may be followed by a day in the wilderness. Home to the University of Montana, Missoula is located in the heart of the Northern Rocky Mountains.

While the wood and paper products industry once dominated Missoula’s economy, regional trade center activities, health care, and tourism now drive a more diversified economy. The following all employ more than 1000 people each:



- University of Montana;
- St. Patrick Hospital and Health Sciences Center;
- Community Medical Center; and
- Missoula County Public Schools.

Missoula is the national headquarters of several associations including the Rocky Mountain Elk Foundation, the Adventure Cycling Association, the Outdoor Writers Association of America, and the Boone and Crockett Club, a conservationist-hunting organization. In addition, the headquarters of the Regional office of the US Forest Service which is the nations’ largest training base for smokejumpers is located in Missoula.

HISTORY

Founded in 1860 as the county seat Missoula was first named Hellgate Trading Post which was established to trade with Indians and miners traveling through the area along the Mullan Road. Later the townsite was moved five miles upstream and renamed Missoula Mills before being shortened to Missoula in 1866. By 1883, Missoula was a town of 300 people when the Northern Pacific Railroad constructed rail lines through the valley and eventually to the west coast. The University of Montana was founded in 1895.

EDUCATION

The Missoula County Public School District has four high schools (three in Missoula and one in Seeley Lake), three middle schools, an alternative high school, an early learning preschool program, and an adult education program. Missoula has several private schools including an international school, religiously affiliated schools, and Next Step Prep, a summer program for high school aged youth. Post-secondary education is offered by the University of Montana and Missoula College, a community college serving 3,000 students with an occupational and technical curriculum.

CULTURE, RECREATION, AND TOURISM

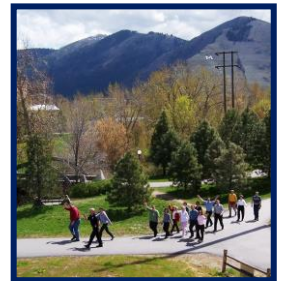
Combining a unique blend of arts and outdoors, the exhibits at the Art Museum of Missoula and Historical Museum at Fort Missoula are in close proximity to three major rivers and acres of nearby forestland. Missoulians and visitors alike enjoy a host of recreational activities including fly-fishing, kayaking, hiking, biking, and skiing. Missoula boasts of well-maintained parks and trails and an abundance of open space. Missoula has more than 400 acres of city parkland, 20,000 park and boulevard trees, 22 miles of trails, and over 3,300 acres of conservation land. The 33,000 acre Rattlesnake Wilderness Area is just a four-mile hike or mountain bike ride from the University of Montana campus on the edge of the Hellgate Canyon.



Missoula's historic downtown features classic early 20th century buildings and modern 21st century buildings side-by-side. Downtown offers unique shops, galleries, fine dining, and a lively nightlife. Caras Park located along the edge of the downtown waterfront serves as the



centralized location for many of Missoula's festivities including Out to Lunch, the International Wildlife Film Festival, First Night Missoula, and the Garden City BrewFest. Missoula is proud of "A Carousel for Missoula," an extraordinary hand-carved and volunteer-built carousel adjacent to Caras Park. A short walk across one of the many pedestrian bridges over the river in and around the city center are urban gems such as the Missoula Osprey minor league baseball stadium, the Kiim William Nature Trail, municipal aquatic facilities, playing fields, and parkland along the Clark Fork River made famous by Norman Maclean's book, *A River Runs Through It*.



THE ECONOMY

The Missoula Economic Partnership was formed in 2011 to foster collaborative regional economic development. This Partnership initiated MissoulaWorks which is committed to creating 2,500 new primary jobs, attracting \$150 million in capital investment, launching 25 local companies, and relocating 25 "best fit" companies to Missoula by 2016. The Partnership is a broad public-private entity that consists of 80 members including businesses, the City, school district, the University of Montana, the Missoula Community Development Corporation, the Missoula Redevelopment Agency, and individual residents all of whom fund the Partnership. The Partnership grew out of the Mayor's "The Best Place Project" campaign which is dedicated to sustainable business growth and quality job creation. Additional information about The Best Place Project can be found at www.missoulaworks.org.

THE CITY GOVERNMENT – Incorporated in 1883, the City of Missoula has a strong mayor-council form of government. The Chief Administrative Officer (CAO), who reports to the full-time Mayor, supervises all departments, prepares and administers the annual city budget, and appoints and terminates department directors. The current CAO has held that position for seven years and has worked for the City for 29 years.



The City is a charter form of government with self-governing “home rule” powers approved by Missoula voters in 1997. There are twelve City Council Members, two from each of six wards, who serve overlapping four-year terms. The Mayor also serves a four-year term, and there are no term limits for either the Mayor or the Council Members. The City Council establishes law and policy by adopting ordinances and resolutions. The Council is also responsible for adopting the City budget, levying taxes, and approving appropriations and contracts. The Mayor presides at City Council meetings.

FINANCIAL DATA

The City is a full-service municipal organization with an annual General Fund operating budget of \$51 million, a 2012-13 Capital Improvement Program budget of \$13.3 million, and 519.3 FTE’s. The City is in good financial condition with a General Fund balance of 11 percent of annual expenditures and an AA- general obligation bond rating. During the Great Recession, the City of Missoula eliminated funding for 22 positions between FY 08 and FY 13. Virtually all of these reductions were accomplished through attrition, and 10 FTE’s have been added back to the City workforce in the last year. The City is on a July 1-June 30 fiscal year.

Approximately 60 percent of City employees are represented by collective bargaining units. The City has a good relationship with these bargaining units and regularly obtains voluntary collective bargaining agreements.

The City has received several awards including the GFOA Certificate of Achievement for Excellence in Financial Reporting for over a decade, the GFOA award for Distinguished Budget Presentation, and Tree-City USA recognition. Missoula was named one of America’s 100 Best Communities for Young People three years in a row in 2005, 2006, and 2007. Also, the American Institute for Economic Research College Destinations Index recently ranked Missoula among the top College Towns in the country. Additional information about Missoula is available at www.ci.missoula.mt.us/

ABOUT CENTRAL SERVICES DEPARTMENT – The Central Services Department is being created to consolidate all internal support services into one department. This consolidation is intended to streamline and modernize the provision of internal support services. The department which has a \$4.8 million operating budget and 42.5 FTE’s consists of the following six divisions: finance, human resources, information technology, geographic information systems (GIS), facility and fleet maintenance, and the City Clerk’s Office. The first Central Services Director has the opportunity to help establish the culture, performance expectations, and work processes of this new department.

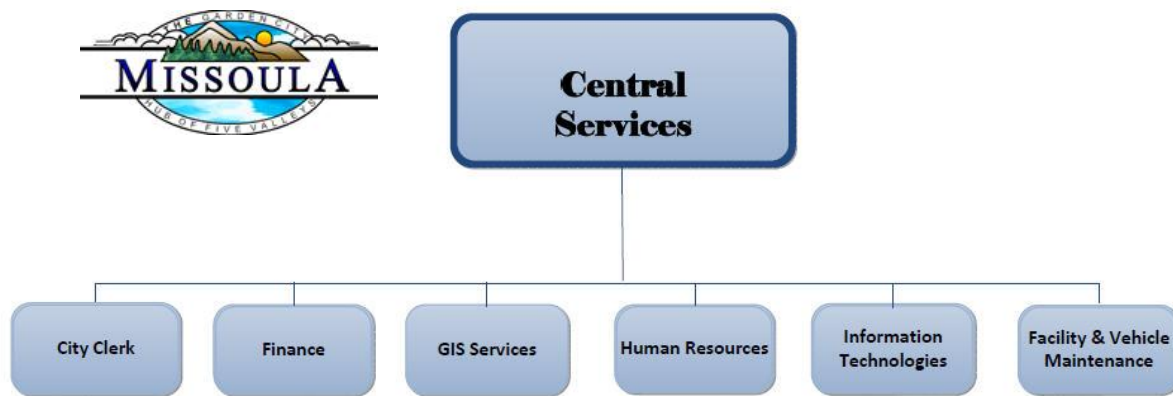
The City of Missoula’s strategic goals are:

- ***Fiscal sustainability***
- ***Harmonious natural and built environment***
- ***Quality of life for all people in all places***

The Central Services Department will:

- coordinate a variety of specialized services provided to all City departments as well as the general public;
- take the lead role in preparing, implementing, and controlling the City's annual operating and capital improvement budgets including forecasting revenues, expenditures, and year-end balances;
- provide the City's information technology systems to ensure effective, efficient, and transparent information and services to its various internal and external stakeholders;
- oversee HR functions including recruitment and selection, classification and compensation, payroll, employee training, diversity, labor relations, and employee relations;
- coordinate the City's facility and fleet management services; and
- provide all City Clerk services including records retention.

The Central Services Director serves as the City Treasurer, Finance Director/Officer, and a senior member of the City's management team.



ISSUES AND OPPORTUNITIES – The following is a summary of the issues and opportunities to be managed by Missoula's first Central Services Director.

1. Organizational Culture— the City is committed to developing a high performance culture in the Central Services Department in which the Department functions as a single, shared responsibility team. Delivering the highest quality services in the most cost-effective manner is a priority. The Department needs to produce positive and timely results by being user-friendly, productive, and responsive.
2. Leadership—the Director needs to provide clear and consistent policy direction to department staff and must be an effective leader who can motivate an interdisciplinary team and work effectively with internal and external stakeholders. The Director must have the ability to delegate authority and responsibility while maintaining appropriate levels of operational control.
3. Communication—improving internal and external communication is a high priority. The new Director must quickly establish clear lines of communication among the six divisions and all department staff. The Department has extensive contact with and makes presentations to the City Council, other elected officials, boards, commissions, and citizen groups.
4. Best Management Practices— the Central Services Department must be committed to continuous process improvement based on best management practices obtained by benchmarking against other similar high-performing cities and by relentlessly measuring the Department's performance. The Department will seek to improve operations, streamline work processes, and provide quality, seamless internal and external customer service.
5. Working with Active and Engaged Citizenry—Missoula is a complex community with a highly engaged and passionate citizenry. Citizens expect a positive, innovative, collaborative, and proactive approach to problem solving and conflict management.

JOB REQUIREMENTS – The minimum job requirements are: 1) training and experience equivalent to a Bachelor's degree in finance, public administration, business administration, or closely related field with a Master's degree preferred; and 2) eight years of progressively responsible public or private sector administrative and managerial experience with at least three years of supervisory experience. Professional certification is encouraged. The City is seeking a personable, energetic, and customer-focused leader with a collaborative management style. Persons with a generalist management background are encouraged to apply.



DESIRED PROFESSIONAL AND PERSONAL ATTRIBUTES

The following are the **desired** professional and personal attributes for Missoula's Central Services Director.

- Superior management skills with experience in finance, budgeting, human resources, and information technology
- Ability to engage employees, align staff around common outcomes, and coach work teams
- Personable, energetic, resourceful, politically astute, innovative problem solver and customer-focused leader with collaborative, facilitative management style
- Track record of developing positive organizational culture
- Experience managing consolidated administrative service systems
- Experience in human resource management including compensation, employee benefits, labor relations, training and professional development, risk management, diversity, and recruitment and selection
- Demonstrated high level of emotional intelligence
- Experience with or knowledge of facility and fleet maintenance
- Experience working with an active and engaged citizenry
- Direct experience with preparation and adoption of local government budgets with significant experience in complex budget analysis, debt management, and revenue and expenditure projections a plus

COMPENSATION

The salary for this position will be up to \$105,000 depending on qualifications. Also, the City offers competitive fringe benefits. The City will pay reasonable and customary moving expenses for the Central Services Director who will be required to live within the Missoula city limits.

To Apply:

The position will remain open until filled with the first review of resumes to occur on **December 2, 2013**. To apply please send your resume and cover letter with current salary to dmt4mt@aol.com in a Word format. For additional information about this job, please contact:

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The City of Missoula is an EEO/AA/ADA employer and encourages minorities, veterans, and members of protected classes to apply.