



TOWN MANAGER

\$100,000 - \$125,000

Plus Excellent Benefits

Apply by
May 9, 2021
(open until filled)

PROTHMAN



WEST YELLOWSTONE, MONTANA



Located in the southwestern portion of Montana in Gallatin County near the convergence of the states of Montana, Wyoming, and Idaho,

the Town of West Yellowstone is a small, close-knit, dynamic community with 1,200 full time residents and roughly 10,000 seasonal residents and visitors per day during the summer season. Whether living there, passing through, or visiting, residents and visitors alike can always find something to do. Sitting at an elevation of 7,000 feet above sea level, West Yellowstone has cold winters and warm summers which allows for year-round outdoor activities.

Often referred to as both the fly-fishing and snowmobile capital of the world, the area offers Nordic ski trails, endless motorized and non-motorized forest service trails, camping grounds, hiking and biking trails, trout fishing, and game hunting. Nearby rivers and lakes, such as Hegben Lake, allow for boating, jet skiing, paddle boarding, kayaking, wildlife viewing, rafting, picnicking, and sunset viewing. Other local attractions include the Grizzly & Wolf Discovery Center, the Yellowstone Giant Screen movie theatre, Museum of the Yellowstone, the Playmill Theatre for performing arts, and the West Yellowstone Public Library. West Yellowstone also hosts many local events such as Music in the Park, the Rod Run Car Show, and many Fourth of July activities including a celebratory parade.



As the western gateway to Yellowstone National Park, the Town receives about three million tourists annually. Just east, in the world-famous park, locals and tourists can visit the Old Faithful geyser which erupts approximately every 80 minutes, dramatic canyons, massive rivers, lush forests, hot springs, and see an extraordinary array of wildlife. The Town of West Yellowstone provides an abundance of lodging options, family friendly restaurants, old style saloons, bakeries, and shopping opportunities for clothing, gifts, and keep-sakes. Locals also operate tourist-oriented recreational businesses such as snowmobile tours, a Yellowstone informational center, guided vacation tours, horseback tours, daily float trips on the Madison River, and an outdoor Aerial and Zipline Adventure Park. Tourism is a huge part of the Town's liveliness and identity, and functions as a large part of the Town's economic base.



THE TOWN

Incorporated in 1966, the Town of West Yellowstone utilizes a charter form of government modeled after a Town Manager/Council form of government. The Town Council is the governing body and consists of five members who are elected at large to serve four terms. The Mayor is selected from within the five council members, acts as the presiding officer, and votes along with the other council members. The Town Council also appoints a Town Manager who serves as the chief executive and administrative officer for the Town.

West Yellowstone operates with roughly 40 FTEs and five part time/seasonal employees on a 2020-2021 budget of \$15 million and a general fund of \$5.2 million. The Town's largest revenue source is a resort tax from the large amounts of tourists received annually. City departments include: Administration and Finance, Court, Police, Parks and Recreation, Social Services, and Public Works which includes water and sewer service. The Town contracts for Fire Services, IT, Legal Services, and Engineering/Planning services.

THE POSITION

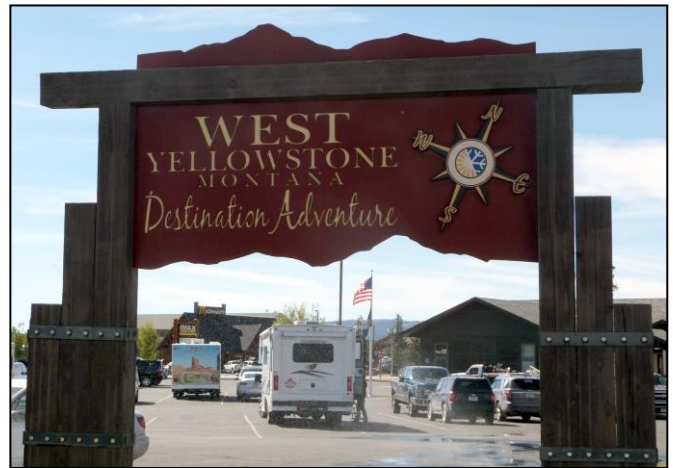
Under the direction and authority of the Town Council, the Town Manager directs departments and administrative functions by providing day-to-day leadership in implementing policy and ordinance development, enforcement, and resolution. The Town Manager prepares the budget for Council approval, recommends long-range planning strategies and economic development issues affecting public services and fiscal solvency, and oversees the agenda for Town Council meetings. The Manager supervises all department heads, department offices, and employees.

OPPORTUNITIES & CHALLENGES

Sewer Treatment Plant: The Town is in need of a new sewer treatment plant as well as water and sewer enhancements for the airport. There is a \$20 million-dollar mechanical sewer plant project that is already underway and a top priority.

Developments: The Town has acquired 80 acres of Forest Service land that will be developed in the near future. Housing is a major need and will need to be the top priority. There are at least two other major developments in process that may provide multiple house or timeshare opportunities. Any development is dependent on completion of the sewer plant.

Housing Versus Water: There is a critical lack of housing and affordable housing in the community. This is in part due to the lack of adequate water to allow for additional housing to be built. The new Manager will have the opportunity to address the housing needs and find a creative source for the development and redundancy of water supply.



Staffing Plan: The new Manager has the opportunity to create a productive staffing and recruitment plan to fill vacant positions, maintain staff, and layout a successful organizational culture.

Other Agencies: The Town has a variety of collaborative relationships with many other governmental agencies that impact the Town, such as the park service, forest service, fire district, airport, and County. The Manager must continue to maintain and develop these cooperative agreements.

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree from a four (4) year college or university in public administration, business management, or a closely related field, and five (5) years of increasingly responsible municipal or public sector management experience is required. Any combination of experience or training which demonstrates the knowledge, skills, and abilities to perform the above duties may be considered.

West Yellowstone is seeking an experienced individual that is a strong, approachable, and collaborative leader that understands all aspects of municipal government. The next Manager is desired to be positive, transparent, innovative, and a team builder, while also embracing a work life balance.

The ideal candidate will have experience with tourism and understand the impact it has on a community like West Yellowstone, including the economic, social, and development impacts of seasonal tourism. This will include an appreciation and ability to embrace the opportunities and challenges that tourism brings.

Necessary Knowledge, Skills, & Abilities:

- Executive level public administration experience with a general understanding of all functions of a town or municipality governance.
- Strong government financial knowledge which includes an understanding for all general, capital, enterprise, and special funds.
- Must have strong communication skills, both written and verbal, and be an attentive listener.
- Strategic and long-range planning knowledge and understanding.
- The ability to perform under difficult situations and be a strong collaborative decision maker with the Town Council.
- The new Manager needs to be balanced with staff by setting clear expectations, knowing when to be more engaged versus when to delegate, and trusting staff to get their work done.
- The new Manager needs to be able to navigate technology independently.
- A general knowledge of infrastructure and utilities is desired, as well as human resources and personnel knowledge.
- The new Manager needs to be willing to be visible and engaged with the local community.

COMPENSATION & BENEFITS

- **\$100,000 - \$125,000 DOQ**
- Family Health/Dental/Vision Coverage (75%)
- Paid Holidays
- Vacation & Sick Leave
- Montana Public Employees Retirement
- \$50,000 Life Insurance Policy

**Please visit the Town's website:
www.townofwestyellowstone.com**



The Town of West Yellowstone is an EEO/ADA employer. All qualified candidates are strongly encouraged to apply by **May 9, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically and can be uploaded once logged in. **To apply** go to www.prothman.com, click on "Open Recruitments" and select "Town of West Yellowstone, MT – Town Manager" and click "Apply Online" or click [here](#).



www.prothman.com

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