



CITY MANAGER

\$125,000 - \$150,000

Plus Excellent Benefits

Apply by

August 1, 2021

(First Review, Open Until Filled)

***P*ROTHMAN**



THE REGION



Located in the beautiful Gallatin Valley, Belgrade is just eight miles west of Bozeman, Montana. Belgrade is the perfect blend of small-town hospitality, city commerce, and outstanding recreation. Known as a quintessential Montana community, Belgrade's residents take great pride in their town and love sharing what makes it special with visitors and new residents.

Belgrade has been one of the fastest growing communities in Montana for the last 10 years. Its "open arms" policy to business, its excellent school system, as well as exceptional access to transportation has attracted everything from manufacturing to biotech businesses.

With a population of 10,551, the City of Belgrade is known for its family friendly atmosphere, business opportunities and outdoor recreation including hiking, river rafting, horseback riding, fishing and much more in the surrounding mountains, meadows, and fields.

The Gallatin National Forest offers miles of groomed trails for outdoor play, while Bridger Bowl, Big Sky and Moonlight Basin ski areas are a short drive from Belgrade and offer alpine skiing and snowboarding. When the weather is cold enough, Belgrade hosts two ice skating parks in town.

Yellowstone National Park, just 90 miles to the south, is a geological wonder with fascinating wildlife and countless opportunities for outdoor adventure. To the south of the city, golf enthusiasts also enjoy the scenic, 27-hole Cottonwood Hills Public Golf Course, which provides stunning country views. For sports fans, the Belgrade Bandits, a Class A legion team, provides entertainment for the whole family.

Belgrade takes pride in its schools and facilities which include the town's beautiful Special Events Center, an auditorium, and multiple sports fields. Belgrade offers a wide range of activities for children of all ages, with a splash park open for summer fun and ice rinks in the winter.

The City's Library also offers story times, games and book clubs for various age groups. Local sports clubs and community groups offer soccer, Little League, 4H, FFA, wrestling, tennis and scouting.

Belgrade is also home to the busiest airport in Montana, the Bozeman-Yellowstone International Airport (BZN). For those looking to visit other areas of the County, ten airlines service the airport: Allegiant, Alaska, American Airlines, Avelo, Delta, Frontier, jetBlue, Southwest, Sun County Airlines, and United. These airlines offer direct flights to 30 cities in 20 states. Additionally, Montana Rail Link runs through Belgrade and offers excellent rail access for businesses that need to ship by rail.



THE CITY

Belgrade uses the Council/Manager form of government. The City is divided into three wards and each ward elects two Council members, for a total of six Council members. The Mayor is elected in a citywide vote. Russ Nelson is the current Mayor, and has been Mayor since 2003

Operating on a 2021 budget of \$36,218,383 with 61 FTEs, Belgrade is a full-service city. Departments include: Building, City Attorney, City Prosecutor, Court, Human Resources, Finance, Library, Parks, Planning, Police, and Water, Sewer & Streets. The City's organizational chart can be found [here](#).

THE POSITION

Working under the broad policy guidance of the City Council, the City Manager performs high level administrative, technical, and professional work in directing and supervising the administration of city government. Duties of the position include managing, supervising, and administering all departments, divisions, agencies, and offices of the City, and its employees, to achieve goals within available resources. The City Manager also plans and organizes workloads and staff assignments, trains, motivates, and evaluates assigned staff, and reviews progress and directs changes as needed.

To view the full job description for this position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Belgrade is a vibrant community but needs to develop a sense of place. Its history is one of a classic small western farm and ranch town, that grew into a bedroom community for Bozeman, and is emerging into a city in its own right.

2. The new city manager will have the opportunity to play a key role in developing/redeveloping the central business district. A plan was recently adopted, and an urban renewal area established that will support a Tax Incremental Finance (TIF) district to significantly help fund the implementation of the plan.

3. A new \$43MM wastewater treatment plant is under construction and will come online in late 2022 or early 2023. Until then, the City is restricted in its ability to add additional connections. There are several developments waiting.

4. Current water resources are adequate, and the distribution system is in good condition. Significant additions will need to be made to accommodate the demands of growth. Discussions are underway regarding the feasibility of regionalizing water and wastewater utilities.

5. The City is planning a new library and community center. The site is selected, and the preliminary design process is underway. The project is scheduled to go to the voters September 4th, 2021. If approved, the old library will become the police station, and significant space will open up in City Hall. This will resolve most space needs for some time. The plan is much discussed but will need to be formalize as the pieces fit into place.

6. The organization has grown quickly in size and complexity. The new city manager will need to work on improving internal communication and focusing on staff development and engagement. Consideration needs to be given to adding senior administrative leadership, possibly an assistant city manager position to assist and share duties with the manager. There is Council support for this position.

7. There are several significant street system projects in various stages of development, including a new arterial street railroad underpass connecting major sections of the City. These projects will require significant interaction with state and county agencies.

8. The Montana State Legislature has embarked on a trend of eroding local control. This will require engagement in the legislative process.



IDEAL CANDIDATE

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management, finance or a closely related field, and five (5) to seven (7) year of experience as a senior level public manager/municipal administrator is required. Candidates must have a proven track record of producing results, have experience in community and economic development, and have successful experience mentoring and developing future leaders.

The ideal candidate will have a master's degree in public administration, political science, business management, or finance, and successful experience in succession planning. A master's degree may be substituted for one year of experience listed above.

Candidates must be bondable, establish residency within Belgrade city limits required within one-hundred and eighty (180) days of employment, possess a valid Montana driver's license within six (6) months of hire, and have the ability to travel, including overnight, to different sites and locations. Any combination of education and experience that allows a candidate to perform the duties of this position may be considered.

Necessary Knowledge, Skills & Abilities:

- Excellent legislative knowledge and skills, including the ability to lobby.
- Experience with rapidly growing cities and the challenges that come along with fast paced growth, including the ability to bring innovative ideas to the table in handling such growth.
- Skill in organizational development and engagement. The ability to communicate collaboratively and build a team environment, working with staff to keep all informed, while letting staff do their jobs.
- The ability to see the big picture, spread a positive vision for the future, and empower employees.
- Experience interpreting Council goals and expectations.
- Skill in managing differing personalities, developing collaborative relationships, and the ability to set clear goals, roles, and expectations.
- The ideal candidate will be a self-starter that is interested in Belgrade for its unique characteristics, who wants to spend a long time in the position, and who will bring energy, a vision, and be innovative. This will include someone who can implement new technology and help staff take steps in making processes and procedures more efficient.
- A willingness to be visible and become a part of the community, meet residents, and keep local businesses in mind.

- Strong economic development and financial skills, including experience obtaining grants and alternate forms of funding, and an interest in growing the local economy from a bedroom community into a business community.
- The ideal candidate will be a strong leader that is an excellent listener, humble, and honest. He or she will bring a positive energy to the City and when engaging with staff, developing solid relationships between department leaders and an organizational culture that is ready to take on the challenges and changes the City is currently facing.
- The ability to maintain a thick skin in a rapidly growing area, and the proven experience making tough decisions, including the ability to say no when needed, while always maintaining fairness.

COMPENSATION & BENEFITS

- **\$125,000 - \$150,000 DOQ**
- Medical, Dental, Vision and Prescription
- Basic Life and AD&D Insurance
- Voluntary Group Life and AD&D Insurance
- Flexible Spending Account
- Health Savings Account
- Optional AFLAC
- Montana PERS
- 457 Deferred Compensation/ICMA RC
- Supplemental Retirement Program (Sick Leave Deferral)
- 10 Paid Holidays per Year
- Vacation
- Sick Leave

For more information, please visit:

www.ci.belgrade.mt.us

The City of Belgrade is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 1, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Belgrade, MT – City Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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