



UTILITIES DIRECTOR
\$78,332 - \$108,243

Plus Excellent Benefits

Apply by
October 3, 2021
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Nestled in the northern panhandle of Idaho, the City of Sandpoint is known for its magnificent lakes, stunning mountains, vast forests, and vibrant community. Sandpoint is just 63 minutes south of the Canadian border, 46 miles from Coeur D'Alene, Idaho, and 72 miles from Spokane, Washington. This gem of an area is a wonderful place to live, work, and do business! Sandpoint offers breathtaking parks, eclectic downtown areas, upscale dining and retail, and a variety of entertainment venues. The City of Sandpoint has a population of just under 9,000 and is the county seat and largest city in Bonner County. The city is snuggled at the base of three mountain ranges which offers year-round outdoor recreation from hiking and biking to skiing and snowboarding. This charming city is located right on the banks of Lake Pend Oreille, the largest lake in Idaho at 43-miles long and is the fifth deepest lake in the United States. The city is the largest along lake Pend Oreille, which attracts a large number of tourists and seasonal residents. It is also home to some of the most innovative companies in the State of Idaho and thriving industries such as aerospace, biomedical, software development, food production and manufacturing. The city is home to the Sandpoint Airport which is operated by Bonner County and has the second largest economic impact of all airports in the state, only trailing the Boise Airport. Sandpoint is home to Bonner General Hospital, a state-of-the-art library and offers high speed fiber broadband to businesses and residences. The diverse Historic Downtown District offers an abundance of locally owned businesses such as retail shopping and a variety of restaurants.

Just nine miles from Sandpoint, Schweitzer Mountain Resort is a renowned regional destination that offers 2,350 acres of skiable terrain. Both Schweitzer and Sandpoint attract tourists from across the nation for its unlimited recreational opportunities. During the winter months, Schweitzer offers both locals and visitors opportunities for skiing, snowboarding, and snowmobiling. During the fall, spring, and summer seasons, local activities include water sports, golf courses, bicycling, hunting, fishing, horseback riding, hiking, mountain biking, and wildlife viewing.



THE CITY

Established as a city in 1907, the city of Sandpoint operates on a FY 2021-22 budget of \$40,597,539 including a general fund of \$19,559,196 with approximately 113 FTEs. The City operates under a mayor-council form of government, with six council members; one of whom serves as the Council President. The City also has six officials who are appointed by the Mayor and affirmed by Council, including a City Administrator.

The City is divided into six divisions: Central Services, Infrastructure and Development Services, Parks Recreation and Open Space, Utilities, and Public Safety. The Central Services division includes the City Clerk, Contracts and Purchasing, Financial Services, Grants/Performance Management, Human Resources/Risk Management, Information Technology, GIS and Legal Services. The Infrastructure and Development Services Division oversees and supports all aspects of public and private development, including long-range and short-term planning, permit processing, code interpretations, fire prevention support services, land use regulations, multi-modal transportation standards and maintenance, and capital project oversight/implementation. The Parks Recreation and Open Space Division plans, manages and operates all City parks, open spaces, trails, buildings and grounds as well as arts, culture and historic preservation planning and programming. The Public Safety Division includes Police and Fire Services.

THE DIVISION

The Utility Services Division is a newly created division that has separated away from the City's Infrastructure & Development Services (IDS) Division. The new Utility Services Division is responsible for regulatory compliance and reporting, budgeting, rates, wholesale agreements, operations and maintenance of drinking water treatment/distribution, wastewater treatment, pretreatment, garbage services, and stormwater. The Division includes Collections & Distributions, Water Treatment, and Wastewater Treatment. Utility capital project oversight/implementation support will continue to be provided by personnel in the IDS Division. The Utility Services Division functions with a total of 19.5 FTEs on a FY 2022 Budget of \$5,012,456.

THE POSITION

Under general direction of the City Administrator, the Utilities Director will plan, direct, and coordinate utilities service group operation and programs, and oversee and control all activities related to the City-owned, operated, and maintained drinking water and wastewater utility, as well as contracted solid waste services. The Utilities Director will be responsible for formulating policies and procedures, managing daily operations, and engaging in the long-range planning and programming of public facilities. This position requires considerable exercise of independent judgement, discretion and initiative, and a high degree of contact with city, county, state, and federal agencies such as regional water and sewer districts or associations, engineering and construction firms, developers, attorneys, and elected officials.

For a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

1. Sandpoint's current 5% growth rate is the single biggest challenge facing the new Utility Director. Keeping system capacity in front of the growth curve, while maintaining existing utility systems takes organization, leadership, and keen budget skills. Fortunately, the Sandpoint City Council has programmed responsible utility rates to provide most of the resources to successfully meet the financial challenge. Nonetheless, the \$200 to \$300 million of projected capital plant improvements over the next 20 years make this a significant task for a smaller community.

2. Rate study and stabilization will be necessary soon. Effective presentation of rate information to the City Council as well as helping the public understand how different rate options will add to the viability of their utilities and protect their environment will be a priority for the Director.

3. Performance matrix measurements are key to demonstrating efficient operations and directing resources in the most cost-efficient way. Performance measurement enhancements are sought as tools for professional management.

4. Utility field procedures have evolved informally over the years. As the work pace and system grows it has become necessary to develop formalized procedures with field manuals and other processes. The new director will be asked to develop a method for achieving these standardizations.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration, environmental sciences, business management or a closely related field is required. Candidates must have at least five (5) years of progressively responsible experience managing a utility.

A Master's degree with major coursework in environmental sciences, business administration or public administration is preferred. An Operator License as a drinking water or wastewater professional or Professional Engineer License is desirable. Any satisfactory equivalent combination of education, experience and training may be considered.

Necessary Knowledge, Skills and Abilities:

- Leadership that inspires and focuses on “Team”.
- Experience as a Utility Director (Wastewater, Water, Stormwater) with a history of progressive and proactive system development.
- Structured organization and project management to keep capital and programmed maintenance on schedule and budget.
- Successful experience in negotiation to deliver wholesale utility services.
- History of risk management work with a “Safety First” orientation.
- Experience working with Elected Officials to build achievable goals that will take the city to the next level of service.
- Political acumen and sensitivity to be effective within a broad range of interests.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions and industry best practices.
- Strong financial understanding and solid experience in budgeting and long-range financial planning.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- The ideal candidate will lead by example, setting the standard for all members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results, building accountability for staff at all levels and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the organization.

**COMPENSATION & BENEFITS**

- **\$78,332 - \$108,243 DOQ**
- The City offers eligible employees three medical insurance plan options.
- Dental and Vision Insurance
- Life insurance
- Long Term Disability
- Paid Time Off Program
- 10 paid holidays
- Life Flight Network membership
- Public Retirement System of Idaho (PERSI) & 401K



**For more information on
the city, please visit:
www.sandpointidaho.gov**

The City of Sandpoint is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 3, 2021** (first review, open until filled). Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Sandpoint, ID – Utilities Director**", and click "**Apply Online**", or click [here](#). Cover page top middle photo by Eric Skinner.



www.prothman.com

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