



The CITY of
RAWLINS
WYOMING

CITY MANAGER

\$114,000 - \$140,000

Plus Excellent Benefits

Apply by

March 19, 2023

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located in south central Wyoming along the populated I-80 corridor, Rawlins' approximately 9,000 residents follow in the footsteps of their historic Wild West past and have a strong and independent spirit and a

true sense of community togetherness. The area offers unparalleled outdoor opportunities including hunting, fishing, boating, hiking, and snow sports in a friendly and welcoming community.

This position offers a great opportunity for the right management professional to be visible and active in the community and showcase their city management talents to make a difference in the future of a community. The selected candidate will have the privilege of working with a cohesive and extensively experience group of top-level managers and a professionally diversified City Council. Together they strive to pursue and achieve the City's mission of building public trust by providing exceptional services in a professional, safe, transparent and fiscally responsible manner.



THE COMMUNITY

Framed by a rugged frontier and a continually growing energy industry, the community has grown together with a 'can-do' and entrepreneurial approach to building the town that today is a small, comfortable oasis on the frontier with friendly people and beautiful architecture. Known for its strong winds, cold winter temperatures, and warm blue-sky summers, the City of Rawlins encompasses a collective combination of indoor and outdoor entertainment and activities year-round. During the colder months, the wide rolling plains of Carbon County hold vast opportunities for game hunting, wildlife viewing, snowshoeing, snowmobiling, with regional access to Nordic skiing. Within city limits, Rawlins is home to an indoor shooting range, local museums, and an indoor recreation center with 3 gymnasiums, racquetball courts, weight rooms, and fitness classes for all ages such as cardio classes, stretching classes, line dancing classes, and more.

During the spring and summer months, residents enjoy warm temperatures and an abundance of outdoor recreation as well as local entertainment. The City offers a nearby 18-hole golf course, fishing in local creeks, summer music concerts in the park, an outdoor shooting range, and a wide variety of parks that include playgrounds, recreational sporting courts, and pavilions for events.

The City's downtown area is a hub for both remembrance of the City's western past and the culture of Carbon County, while still striving for growth with extensive renovations and revitalizations. Established in 1991, the City's Downtown Development Authority/Main Street program has worked to develop a vibrant, revitalized, sustainable historic downtown that has increased economic vitality in recent years. The downtown has seen extensive renovations, the development of a state-of-the-art entrepreneurial center, and a new higher education center and other new schools. The downtown area was also the 2015 recipient of the *Great American Main Street Award*, and offers small boutiques, locally owned restaurants, casual eateries, and beautiful parks. Locals and visitors alike can get a feel of the history of the area by doing the 'Mural Walk' and visiting any of the large artistic murals that are scattered throughout the city streets, or by walking or biking the 7.5-mile trail that winds through the main downtown as well as the historic district.

THE CITY

Rawlins is a unique and vibrant city full of genuine and resilient citizens. Incorporated in 1886, the City of Rawlins is a full-service city that operates on a FY 2021-2022 budget of \$41,865,926 with an exceptional workforce of 121 FTE's. The City's departments include Administrative Services, City Attorney, Community Development, Downtown Development Authority/Main Street, Finance, Fire, parks & Recreations, Police, and Public Works. Divisions within the administration include City Attorney/Legal, Municipal Judge/Court, Clerk, Community Relations, HR, Finance, IT, and grants. Public Works and Community Development divisions include Streets, Utilities, Water and Wastewater treatment, facilities, mechanic shop, recycling and landfill. Divisions in Parks & Recreation include a recreation center, 11 parks, Rochelle Ranch Golf Course and indoor and outdoor shooting ranges.

The City is governed by a Council-Manager form of government. The City Council consists of seven Councilors; two of which are elected from one of three wards, and one elected at large, each to a four-year staggered term.



THE POSITION

Under the direction of the City Council, the City Manager performs highly responsible management, administrative, and professional duties as the Chief Executive Officer of the City of Rawlins, and exercises a high degree of independence, initiative, and professional expertise in the daily administration and management of municipal operations in accordance with policies established by the City Council, State of Wyoming, and Federal Laws, regulations and guidelines. The Manager provides visionary, innovative leadership, supervision and general direction for the City Management Team, and works closely with the City Council, performing related duties and functions as delegated, assigned or required.

Other Responsibilities Include:

- Monitors goals established for the departments; follows up on programs assigned to various departments; coordinates programs across departmental lines.
- Directs the development and administration of the City of Rawlins budget and Capital Improvement program.
- Oversees the implementation of the City's strategic plan, goals, and objectives to meet the operational needs of the City.
- Performs the operational oversight of the departments.
- Processes complaints by the citizens; channels the requests to the proper department or individuals for solutions.
- Resolves or assists in the resolution of citizen complaints.
- Coordinates the preparation of the annual operating budget; monitors implementation of the operating budget which includes approving administrative transfers and processing budget amendments.
- Carries out intergovernmental relations with other agencies.
- Coordinates issues between departments; supervising directly all departments within the City of Rawlins.
- Disciplines subordinate employees when appropriate.
- Performs strategic planning for the City.
- Oversees development of policies and procedures for the municipal organization.

OPPORTUNITIES & CHALLENGES

Opportunities:

- Rawlins owns a great clean water source with good water rights. Currently they are investing in fixing and upgrading aging infrastructure to ensure these systems will continue to sustain the community and future growth.
- Carbon County voters approved a 2019 Specific Purpose Tax. The City of Rawlins will receive \$12,193,076 for street, water, sanitary sewer, drainage & landscaping improvements for ten (10) infrastructure improvement projects.
- Recognizing the state's ceaseless cycles of boom-and-bust economies that depend on the volatility of the energy industry, the City has started putting together a long-term financial plan to help contend with future fiscally challenging times. The City Manager will promote an internally self-sustaining, self-sufficient community, and better utilize the City's proximity to Interstate 80 as an economic advantage.
- Rawlins revenues are trending upward at this time, potentially providing opportunities for community enhancements.
- Multiple wind energy projects are gearing up in Carbon County that bring the potential of increased revenues through Impact Assistance Funding and sales tax.
- Rawlins DDA/Main Street program has just completed a \$2,000,000, Downtown Façade Revitalization project for 36 commercial buildings and is home to the Rainbow Teton Entrepreneur Center (RTEC); a multi-dimensional entrepreneur center designed to accelerate the successful development of businesses through an array of support resources and services.
- Rawlins is a Wyoming and National Main Street community and was the 2015 recipient of the *Great American Main Street Award (GAMSA)*.
- The City has top-rated Emergency Medical Care and Emergency Helicopter Services.



Challenges:

- The new Manager will continue to drive the water infrastructure projects forward including the transmission line, spring boxes, SCADA systems and pre-treatment plant. This has been the main strategic focus for the City Council.
- Continued improvements on community beautification and economic development have also been identified through the City of Rawlins strategic plan and annual community survey. The development and implementation of a concise economic development plan will be paramount in strengthening Rawlins as a strong municipality.
- Desired skill set of a community relations coordinator to help combat and turn around negative public perceptions. The Manager will communicate city successes to the community, promote positive use of social media and develop positive relationships with the local media.
- Employee turnover has been a problem in recent years. The City Manager will develop effective recruitment strategies, increase the retention of employees, and actively communicate city goals to the City's employees in an efficient manner.
- The area is known for a harsh winter climate, which includes long winters, lots of wind, and extended highway closures due to the aforementioned. The ideal candidate must understand and embrace this challenge.
- The area's remoteness embodies a lack of major shopping opportunities and "fine" dining. While medical services are available, residents typically must travel for medical specialists to Casper or Cheyenne, WY or to Colorado or Utah.

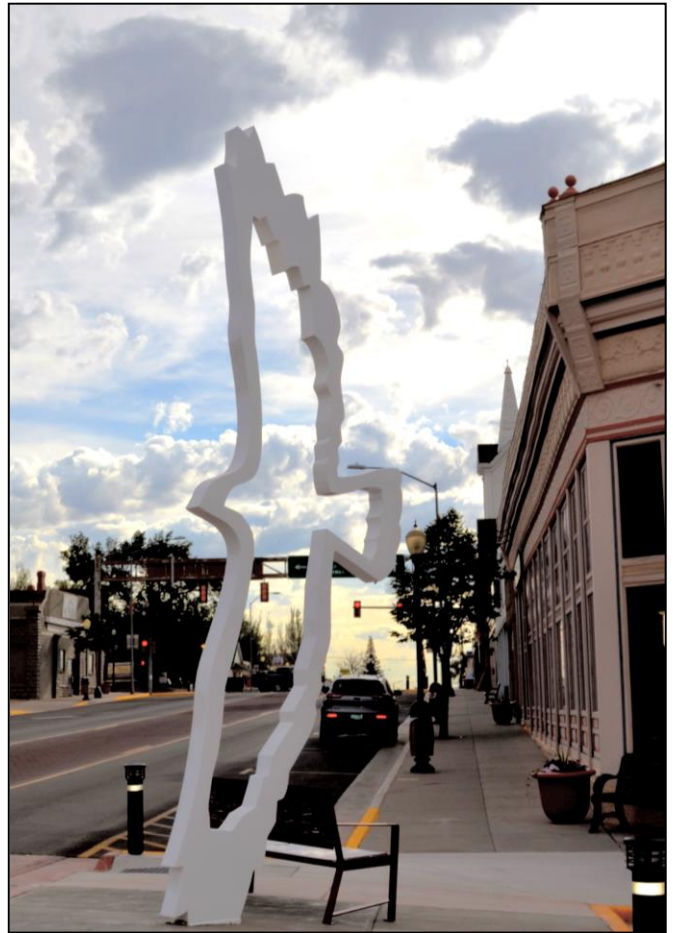
THE IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public or business administration, business, accounting, finance, or a closely related field is required, along with eight (8) years of progressively responsible administrative experience in municipal government, including significant administrative, financial and personnel management responsibilities, and five (5) years' experience as a city or county manager is highly preferred. A master's degree in a related field is preferred. Possession of, or the ability to readily obtain a valid Wyoming Class "C" driver's license is required. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties will be considered.

Necessary Knowledge, Skills and Abilities:

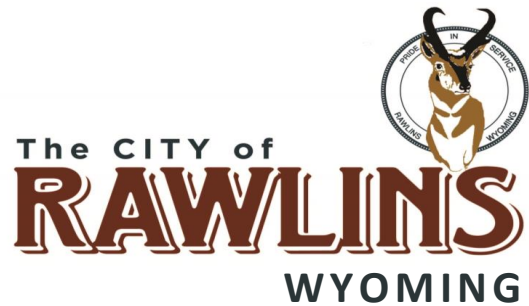
- Thorough knowledge of modern business management, with the principles and practices of public administration, and considerable knowledge of sources of information related to solving complex issues of local government.
- The ideal candidate will be skilled in the basics of managing a small city and be an effective communicator who understands the importance of keeping the City Council informed.
- Extensive skills in effective internal and external communication will bring candidates to the top of the list. The selected candidate will work diligently to keep the Council informed through an honest, open, and transparent communication and management style.
- The selected candidate will function with a professional demeanor and be a facilitator of community involvement and Council consensus building.
- Candidates must have the ability to write and present clear concise reports, memorandums, directives, speeches, and letters, and develop and maintain effective working relationships with officials, department directors, the general public, and subordinates.
- Ability to lead, identifying and executing appropriate action relative to the situation, project, and/or program.



- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving a variety of situations using standard industry and departmental processes and/or procedures.
- Experience defining problems, collecting data, establishing facts, and articulating valid conclusions and interpreting an extensive variety of regulatory or technical instructions.
- Knowledge and experience in Human Resources activities, and experience managing infrastructure projects.
- The ideal candidate will understand the dynamics of a small town, and be visible, approachable, and active in the community.
- Experience actively working with volunteers and community groups and recognizing the value of working with volunteers and community-based organizations is a key to success in this position.
- The City is seeking a candidate who is not a reorganizer, but an individual who can bring new, fresh ideas and innovative approaches to the City to address long-standing issues such as revenue fluctuations and community improvements.

COMPENSATION & BENEFITS

- **\$114,000 - \$140,000 DOQ**
- 100% Medical for Employee and Dependents.
- Optional Dental Insurance.
- Optional Vision Coverage.
- Optional Prescription Drug Coverage.
- Life Insurance.
- Health Savings Account .
- Wyoming Retirement System Pension.
- Deferred Compensation.
- 11 paid holidays per year, including one floating holiday.
- Vacation days accrue monthly equivalent to 10 days per year for the first 5 years of continuous employment.
- 8 hours of sick leave accrual per calendar month, equivalent to 12 days per year.
- Optional Medical Air and Ground Transportation Plan.



Please visit:
www.rawlins-wyoming.com

The City of Rawlins is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 19, 2023**. This position is open until filled. Applications will be reviewed as submitted. 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 Rawlins, WY – 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

371 NE Gilman Blvd., Ste 310
 Issaquah, WA 98027
 206.368.0050