

City of Hot Springs, Arkansas

city manager position profile

The Community

Hot Springs, Arkansas, takes its name from the world-famous thermal waters that flow into the historic downtown district. About a million gallons of the 143°F water flow from 47 hot springs. Hot Springs is the only American city nestled within a national park. Hot Springs National Park was established in 1921. It was set aside as the nation's first National Reservation in 1832.

Picture postcard perfect Arkansas historic sites in downtown Hot Springs include classic hotels, Victorian architecture, world-class art studios and famed Bathhouse Row. Hot Springs restaurants and nightclubs, antique shops, crystal and rock shops, boutiques and specialty malls are just a few of the many reasons Hot Springs attracts visitors from all around the world. The community atmosphere at the Historic Downtown Farmers Market pavilion provides homegrown produce, handmade crafts and live music and draws patrons from the entire region. Hot Springs is a beautiful resort city with many festivals and events.

One of Hot Springs' best features is its location in the Diamond Lakes Region of the scenic Ouachita Mountains. Year-round outdoor fun and sports activities include crystal hunting, fishing, water sports, hiking, golf, camping, siteseeing and horseback riding. The new state-of-the art Hot Springs Convention Center, Summit Arena, Garvan Woodland Gardens, Oaklawn Park racing and gaming, and fun family attractions such as Magic Springs theme park and the Mid-America Science Museum make Hot Springs a popular family travel destination.

Hot Springs is also home to seven school districts, as well as the Arkansas School for Mathematics, Science and the Arts and several private schools. In terms of higher education, Hot Springs is home to the National Park Community College and Champion Bible College. For the youth in the family, CiviKidz offers homework help along with educational games and puzzles that teach about federal, state and local government.

The City of Hot Springs is well equipped with three regional medical facilities. Hot Springs also has a regional airport and is located just minutes away from a national airport. Transportation planning and coordination for the greater Hot Springs area is managed by the Hot Springs Area Metropolitan Planning Organization (HSA-MPO). This organization also offers Hot Springs Rideshare, a carpooling program for commuters who wish to save on transportation costs and travel "green."

Important Links

City Website:
cityhs.net

Chamber of Commerce:
hotspringschamber.com

Relocation Guide:
hotsprings.org

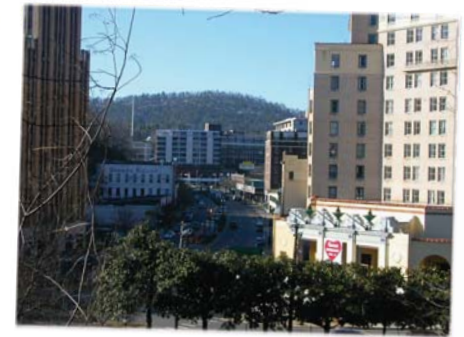
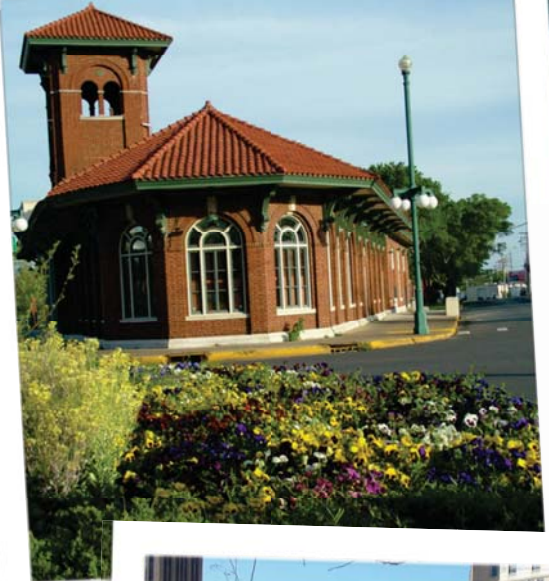


America's First Resort

City Government

Hot Springs voters elect seven citizens to serve on the Board of Directors, including the Mayor. Hot Springs is divided into six districts, each represented by a City Director who is elected to a four-year term.

The Board is the executive policy-making body. They appoint a City Manager who is tasked with making sure the city's day-to-day operations run smoothly. The City Manager is the Chief Executive Officer of the City and is responsible for implementation of Board policies and objectives, code of ordinances, administration of the adopted budget, and the provision of service to the citizens of Hot Springs. The City Manager appoints and directs all city employees except those appointed by the Board of Directors. The City Manager oversees 618 employees and a projected annual operating budget of \$92 million.



IDEAL CANDIDATE PROFILE

The consultant has worked extensively with the Board and staff to develop the profile of the ideal candidate to become Hot Spring's next City Manager. The following ideal profile is not in priority order:

Education

Bachelor's Degree in public administration, business administration, or related field required. Masters Degree in public administration or business administration strongly desired. An impressive performance history as a successful and results-oriented city manager or senior level executive may substitute for specific education requirements.

Experience

City manager or senior executive experience is strongly desired, but assistant city manager or department head experience in a larger city will be considered. Experience should demonstrate progressively greater responsibility throughout career, and a demonstrated record of success in handling issues similar to those facing Hot Springs.

The successful candidate should have a demonstrated ability to effectively negotiate with economic development prospects regarding a variety of diverse issues including financial, planning and development strategies to further the Board's goals and objectives in those areas.

An understanding of effective strategies for historic preservation and preserving the natural beauty of the community will be a plus. The successful candidate will have a desire to promote the necessity of infrastructure and maintenance.

Strong financial management skills are expected. The successful manager will have the ability to lead the organization in a manner which requires a sophisticated understanding of complex issues, many with significant long term financial impacts. The ability to analyze the organizational and operational structure of Hot Springs and make the difficult decisions necessary for efficient and cost effective city government is desired.

A demonstrated ability to recruit and retain high performance employees in all areas of city operations is critical, as well as creating and nurturing within those employees a commitment to responsive and cost effective city services, with a high emphasis on outstanding customer service skills.

The successful candidate will have a personal track record of developing a strong team atmosphere between the manager and the board. It will also be important to establish a strong relationship between the manager and community as well as staff, while creating an atmosphere in which accountability for meeting performance expectations is the standard.

Demonstrated experience working well with varied agendas, interests and opinions is important, as well as the ability to be an effective consensus builder among those various individuals and groups.



Management Style

It is essential for the successful candidate to be an innovative leader, with a successful track record of leading change initiatives, including creating an intense commitment to openness and customer service. A dynamic and charismatic visionary leader who is highly results-oriented is desired.

The successful candidate will have the courage and strength to make strong recommendations to the Board and to stand up for his or her convictions, but to do so in a professional and respectful manner.

A strong commitment to a true team approach which actively encourages participation and input from staff, challenging them to constantly grow and develop is highly desired.

The successful candidate will be comfortable delegating both authority and responsibility to staff, as well as holding staff accountable for the highest possible performance levels.

The successful candidate should be highly accessible to the board, staff and the community. A sincere commitment to citizen participation and input is highly desired.

Open meetings and open records laws provide the legal foundation for mandatory compliance. A manager who is comfortable complying not just with the letter, but the spirit of these laws, will be most effective.

Personal Characteristics

The highest level of integrity is the foundation for all other desired attributes. The successful candidate will be an excellent communicator. An exceptionally strong commitment to open, thorough and honest communication with the Board and with the Community, which engenders trust and confidence in the openness of government, and in the lack of "hidden agendas" will be critical to success.

A strong professional presence should be projected verbally and in writing, as well as in actions and demeanor.

The successful candidate will have a demeanor that commands respect when he/she enters a room and clearly demonstrates exceptional self confidence, while combined with an honest spirit of personal humility.

Personal charisma which engenders confidence and trust in others will be a strong asset.

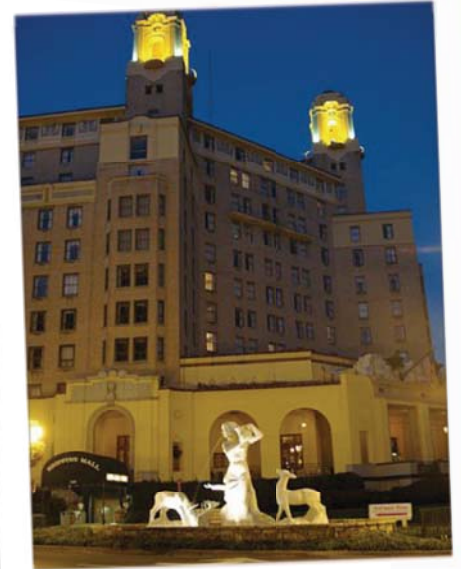
Great sensitivity to all individuals regardless of age, race, gender or income should be demonstrated and sincere. The successful candidate will have great strength of character, and commitment to their convictions, but without being inflexible on issues of concern to others.

A high energy level, with great passion and enthusiasm for making Hot Springs a better place in which to live, play and work, is highly desired.

The successful candidate will be totally non-partisan, and non-political, while demonstrating great political astuteness.

A sensitivity and understanding of community heritage and history will be helpful. Active participation in local civic affairs, collaboration with the school district, and regional leadership with other governmental and business entities is expected.

And finally, a good sense of humor will be a key to developing close relationships with a board comprised of strong personalities with strong convictions, which are often vigorously diverse in perspective, but who are not afraid to laugh as they struggle to make the right decisions for the future, even when those decisions are difficult.



Compensation and Benefits

The starting salary for this position will vary depending on qualifications and experience. A full range of leave and insurance benefits is also provided.

APPLICATION PROCESS

To apply for this position, please email cover letter and resume to:

Ron Holifield

Strategic Government Resources

Ron@GovernmentResource.com

214-676-1691

This position is open until filled. Please visit www.GovernmentResource.com for the review status of this position. The City of Hot Springs is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

