

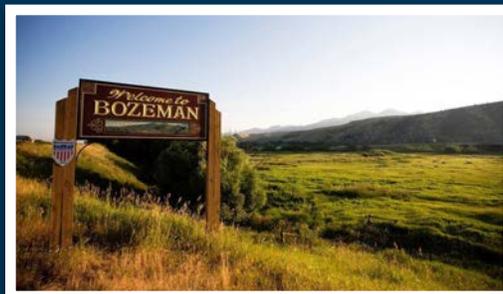
BOZEMAN^{MT}



BOZEMAN, MONTANA:
THE MOST LIVABLE PLACE

DIRECTOR OF PUBLIC WORKS

POSITION PROFILE



THE COMMUNITY

Beautifully situated on the eastern slope of the Rocky Mountains, scenic Bozeman, Montana, covers over 18 square miles and is the county seat of Gallatin County, the most populated and fastest growing county in southwest Montana. It is located 143 miles west of Billings, 200 miles east of Missoula, and is just 90 minutes from Yellowstone National Park. The City is part of the Bozeman Micropolitan Statistical area and home to 45,250 residents. The City boasts great connectivity, with Bozeman Yellowstone International Airport just ten minutes west of Bozeman. Residents of Bozeman enjoy a high quality of life, outstanding recreational offerings, nationally-recognized public schools, and unmatched cultural amenities.

Bozeman has experienced considerable growth in the last few years and is now the fourth largest city in the state. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state. The area's largest employers include Montana State University, Bozeman Public School District, City of Bozeman, Bozeman Deaconess Hospital, and Oracle America, Inc.

Bozeman has received numerous awards and accolades over the years in recognition of its livability and natural attractions, including a high ranking in Livability's "Top 100 Best Places to Live for 2018 and National Geographic's "World's 25 Best Ski Towns." The area often receives such recognition because of the easy access to fly-fishing, skiing, hunting, hiking, camping, climbing, canoeing, and kayaking.

Bozeman averages 300 days of sunshine each year and is an ideal location for outdoor enthusiasts. From hiking and skiing to mountain biking and fishing, Bozeman offers unmatched outdoor recreation amenities in a picturesque setting. Bozeman residents are within easy distance of a number of cross-country and downhill ski centers and trails in the region, including Bridger Bowl and Big Sky Resort, which merged with Moonlight Basin in 2013 to form the largest ski resort in the United States. The City of Bozeman parks system consists of 42 public parks, 52 miles of trails, numerous sports fields and open spaces, ice rinks, and off-leash dog parks, as well as three community garden areas with plots available for the public to rent during the summer. The Recreation Division provides great opportunities for outdoor recreation, sports, fitness, and cultural arts, with a variety of special programs such as archery, stand up paddle boarding, senior fitness, and women's fly-fishing. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.

Area students are served by Bozeman Public Schools, which is composed of one high school, two middle schools, and eight elementary schools. The district provides quality education and a variety of extracurricular activities for over 6,000 students. Taxpayers recently approved a bond that will build a new high school as well as improve the existing high school. Newsweek and other publications have repeatedly ranked Bozeman High School one of the best high schools in the nation. Several private schools also operate in the area, including Mount Ellis Academy, a co-ed boarding school serving grades 9-12, and Headwaters Academy. For those seeking higher education, Montana State University's main campus is in Bozeman. MSU offers significant opportunities for research, scholarship, and creative work, with 60 areas of study for undergraduates and over 40 master's programs.

Bozeman has a median home value of \$292,000 and a median household income of \$45,279.

GOVERNANCE & ORGANIZATION

The City of Bozeman operates under the City Charter, which was adopted in its current form in 2006, as a city commission-city manager form of government with self-governing powers. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.

A professional City Manager is selected by and reports to the City Commission. The City Manager oversees and directs the City's organizational, leadership, management, budgetary, and administrative operations and supervises the Assistant City Managers, City Attorney, and other program administrators and administrative support personnel.

The City has 429 employees and a budget of \$118 million.



MISSION
To enhance the
quality of life through
excellence in public
service.

THE POSITION

The Director of Public Works, who reports directly to Assistant City Manager Anna Rosenberry, is delegated leadership and oversight responsibilities for capital improvement planning, capital project construction, engineering, geographic information systems, solid waste collection, recycling, stormwater, street maintenance, traffic control devices, vehicle maintenance, wastewater collection, wastewater treatment, water treatment, and water distribution. The selected candidate will be tasked with the following:

- Ensuring that the policies, procedures, methods, and actions of the Public Works Department and its personnel are consistent with the City's strategic plan and a credit to residents.
- Ensuring that the Public Works Department not only achieves its goals and objectives, but does so with the greatest degree of timeliness, efficiency, and effectiveness, for the least possible cost to residents.
- Ensuring that the needs of residents will be met with the highest degree of professionalism and outstanding customer service.
- Seeking opportunities to showcase Public Works' "signature" facilities, utilities, services, programs, and projects; gaining state and national recognition for Public Works will improve employee morale, increase productivity, and generate public support for the Department.
- Ensuring that Public Works always meets its fiduciary responsibilities, fully meets its contractual obligations, and never fails to comply with applicable state and federal regulations regarding permitting, operations, and reporting.
- Creatively, collaboratively, and effectively addressing a multitude of pressing growth, community, and economic development issues facing the City; providing technical support and guidance to the City Commission, City Manager, Assistant City Managers, and other City department heads concerning this area of concern will be an immediate priority.
- Keeping the City Council, City Manager, other members of the City Staff, and Public Works subordinates apprised of political, legal, regulatory, engineering, and technological developments that impact the Public Works Department's plans, projects, operations, and costs.
- Sustaining relationships and strategic alliances with Montana State University, Gallatin County, Bozeman Public Schools, nearby cities, state agencies, federal agencies, and the Montana Legislature.
- Promoting a positive image of the Public Works Department, its programs, and projects via improved communications and community engagement.

During the 2018-2019 Fiscal Year, which begins on July 1, 2018, the new Director of Public Works will administer a \$60,780,806 operating budget, manage \$31,084,005 in new capital improvement projects, and direct 123 full-time employees.

IDEAL CANDIDATE

The City of Bozeman's new Director of Public Works will be a strong, personable, highly creative, steadfastly strategic, visionary but grounded Servant Leader with a command presence and advanced interpersonal skills who inspires and motivates others by example. The ideal candidate will be a mature, thoughtful, ethical, inclusive, collaborative, and results-driven manager with a subject expertise in engineering and public works who embraces the City's organizational culture and champions its strategic plan. The person selected will help facilitate Bozeman's evolution into a uniquely attractive, livable, and sustainable community.

The selected candidate must have growth management skills and experience serving transformative, rapidly growing and developing cities. Experience directing multi-year capital improvement planning processes, coordinating major capital improvement programs, and managing high-profile or sensitive capital improvement projects from design to completion will also be essential. Ideally, the person selected will be a registered engineer; however, the City will consider highly successful public works leaders with different education, training, and licensing if they can demonstrate an ability to successfully perform all the duties and responsibilities associated with this position.

The incoming Director of Public Works should have significant experience as a director or assistant director of public works or public utilities with similar service menus. The successful candidate will be expected to take Public Works and its 123 full-time employees, most of whom are union members operating under collective bargaining agreements, to the next performance level. An ability to



VISION

Bozeman remains a safe, inclusive community, fostering civic engagement and creativity, with a thriving, diversified economy, a strong environmental ethic, and a high quality of life as our community grows and changes.



identify and co-opt best practices, embrace emerging technology, increase professionalism, and promote innovation is extremely important. The City seeks someone who can unite Public Works with a shared sense of purpose, promote teamwork, fully articulate expectations, delegate responsibility with clarity, and create a culture of accountability.

The ideal candidate will be a critical thinker with highly developed administrative, planning, organizational, personnel, problem solving, team building, consensus building, mediation, negotiation, presentation, and media skills. The City seeks someone who will communicate directly and frankly, but always positively and respectfully. An ability to bridge communication gaps with composure, tact, and diplomacy will be important. The person selected will be politically savvy but never political. Creating positive, trusting, and highly productive relationships with the City Commission, City Manager, Assistant City Managers, and other City department heads will be paramount for the next Director of Public Works.

The City seeks a fiscally responsible Director of Public Works with a broad knowledge of municipal finance, advanced budget skills, and a sound business acumen who ensures that cost-benefit analysis will always be a component of the Department's decision-making process. The successful candidate will have the knowledge, skills, and ability to guide the City Commission, City Manager, and Assistant City Managers in cost management strategies, financial policy alternatives, creative public financing strategies, and public-private financing strategies regarding Public Works.

EDUCATION & EXPERIENCE

Minimum requirements include a bachelor's degree in engineering, business administration, public administration, or a related field and 7-10 years of progressively responsible experience in public works operations, public water/wastewater utilities, engineering, or a related field, including at least 5 years of experience in a supervisory role. Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform assigned duties and responsibilities will be considered.

COMPENSATION & BENEFITS

The City offers a starting salary up to \$125,245 depending on qualifications and experience. A generous benefits package that includes use of a City vehicle, health insurance (medical, dental, and vision options), life insurance, retirement, and leave is also provided.

APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Ron Holifield, CEO
Strategic Government Resources
ron@GovernmentResource.com
214-676-1691

This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

The City of Bozeman 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.

RESOURCES

City of Bozeman
www.bozeman.net

Bozeman Area Chamber of Commerce
www.bozemanchamber.com

Bozeman Convention & Visitors Bureau
www.bozemancvb.com

Downtown Bozeman
www.downtownbozeman.org



CORE VALUES

Integrity:

Be honest, hardworking, reliable, and accountable to the public.

Leadership:

Take initiative, lead by example, and be open to innovative ideas.

Service:

Work unselfishly for our community and its citizens.

Teamwork:

Respect others, welcome citizen involvement, and work together to achieve the best results.

