



The Community

The City of Whitefish, with a full-time resident population of over 7,000, has the well-deserved reputation of being one of the Northern Rockies premier communities to live, work, play and raise a family.

Located in northwest Montana, Whitefish is a thriving ski and golf resort and family community. Nestled next to beautiful Whitefish Lake and Whitefish Mountain Resort it is only a short 35 minute drive from the gateway to Glacier National Park.

Surrounded by hundreds of lakes, scenic rivers, mountains and alpine trails, Whitefish is the perfect City for the outdoor enthusiast.

The strong community heritage in Whitefish is seen in its appealing, family-oriented neighborhoods with well-cared for homes and manicured parks and trails.

The City's unique amenities include City Beach, Stumptown Ice Den, 11 parks, 22 miles of bicycle & pedestrian trails, 36 miles of hiking trails, five miles of free-ride trails, Stumptown



Historical Society and Whitefish Museum, two golf courses, two performing art centers, a plethora of art galleries, retail shops, restaurants and bars.

Whitefish has a very active, highly committed and involved group of community members who contribute to the City's quality of life. There are 10 City boards and 21 committees comprised of a varying quantity of community members, City Councilors, and City staff.

City Organization

The City of Whitefish operates under the Council-Manager Home Rule Charter form of Government. The governing body is comprised of the

Mayor and six City Councilors.

The City's FY17 budget is \$48.6 million, with the capital budget at \$17.3 million and property tax supported funds of \$12.3 million.

The FY17 budget has a total of 99.6 FTE's. The City has a cohesive Executive Team of ten members which includes the following departments:

- ❖ City Manager
- ❖ Administrative Services
- ❖ Finance
- ❖ Fire
- ❖ Human Resources
- ❖ Legal Services
- ❖ Parks and Recreation
- ❖ Planning & Building
- ❖ Police
- ❖ Public Works



Important Issues and Challenges

The following are some of the current issues and challenges that the City Manager will need to address or advise the City Council on during the first twelve to twenty four months of employment.

- Affordable Housing
- Growth and Development
- Economic Development
- TIF Sunset
- Resort Tax
- Water Quality Improvements and Projects
- Wastewater Treatment Plant Improvements and More Stringent DEQ Requirements
- Riverside Park Protection and Improvement
- Long Term Financial Planning and Sustainability
- Recycling Improvements
- Maintenance Programs for City Facilities
- Birch Point Railroad Quiet Zone
- New Cemetery Development





The Position

The vacancy for the City Manager has been created due to the impending retirement of our current City Manager. The City Council has approved a one-month overlap with the current City Manager to provide for a smooth and seamless transition.

Under the general direction of the City Council, the City Manager is the Chief Administrative Officer of the City and is responsible to the City Council for the performance and activities of the office. The City Manager

directs the activities of the various City departments and implements policy as established by the City Council. The City Manager operates under State laws, the City Charter and ordinances, as well as direction and rulings of the City Council.

The City Manager directs and supervises department Directors and coordinates activities of the departments to meet the overall organizational goals. The City Manager is responsible for appointing, suspending and removing all City employees except the City Attorney and City Judge.



Candidate Profile

Many of the duties of this position involve working with community leaders, department directors of the City, and the general public which requires an individual who is passionate about public service and has a commitment to leading a highly experienced and competent staff committed to outstanding levels of service.

The following is a list of characteristics of the ideal candidate:

- Committed to collaboration and engagement among employees, residents and

the greater Whitefish community.

- Experience creating and managing municipal budgets and financial management.
- Management style needs to be authentic, open, approachable, outgoing, and participatory.
- Ability to enforce standards and say “no” when needed in a diplomatic and non-autocratic manner.
- Ability to establish and foster relationships with other entities, agencies and personnel.
- Outstanding communication skills, verbally and written.



- Create and maintain a high degree of visibility in the community, both on and off the job.
- High personal energy and a positive approach.
- Initiative, honesty, resourcefulness, creativity and problem-solving ability.

Qualifications and Experience

Candidates will hold a Bachelor's degree in public administration, or a closely related field, a Master's degree is preferred. A minimum of five years City Manager or Assistant City Manager experience required.

Any equivalent combination of education and municipal management experience will be considered. A full list of desired minimum qualifications can be found in the job description.

Compensation and Benefits

The City of Whitefish provides the City Manager with a competitive salary and an excellent benefit package.

Beginning salary will be negotiable depending upon qualifications and experience.

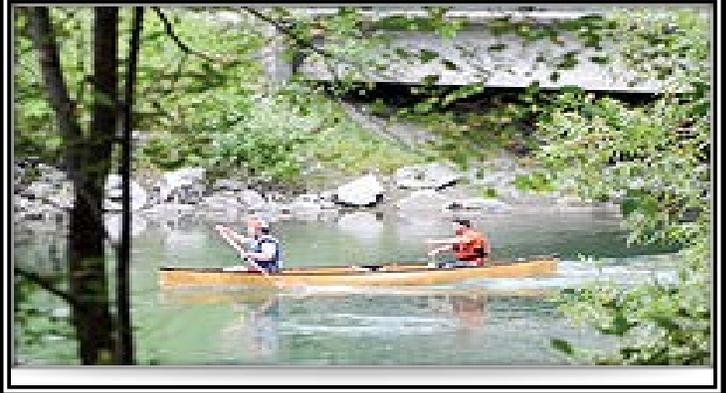
The City Manager is required to reside within City limits.

City of Whitefish
compensation range and
benefits:

- \$100,000 - \$130,000
annually DOQ
- Employment contract
with severance clause
- Vacation and sick time
- 1 annual paid personal
day
- Montana Public
Employees Retirement
- Social Security and
Medicare contributions
- Health, dental and vision
insurance
- Life Insurance
- Supplemental insurance
options

Application and Selection Process

To apply, qualified candidates are requested to submit a letter of interest, resume with complete work and salary history, completed City of Whitefish application, answers to supplemental



questions and a writing sample by **5:00 p.m., Wednesday, November 16, 2016.** The position will remain open until filled.

Send application packet to:
Sherri L. Baccaro
Human Resources Director
P.O. Box 158
Whitefish, MT 59937
(406) 863-2407
sbaccaro@cityofwhitefish.org

Social “Meet & Greet” and Interview Schedule

A social event to meet the final candidates is scheduled for Thursday, December 15, 2016 from 6:00 – 8:30 p.m. Interviews of final candidates will be conducted on Friday, December 16, 2016.



City Manager: Whitefish, Montana is a thriving ski and golf resort and family community nestled next to beautiful Whitefish Lake and located 25 miles from Glacier National Park. This position is an outstanding opportunity for a person with a lively work ethic, talented manager and leader who understands all aspects of municipal government. Must be honest, hard-working, and approachable by citizens, staff and Council while assisting in establishing an atmosphere of trust, mutual respect and cooperation. This full-time position requires:

- (A) Graduation from an accredited four-year college or university with a degree in public administration, or a closely related field, and five (5) years' experience as a city manager or assistant city manager. A Master's degree is preferred.
- (B) Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions.
- (C) Thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diverse municipal governmental services.
- (D) Thorough knowledge of the principles and practices of public budgeting, finance, and reporting, and human resources management.
- (E) Ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvements in management methods.
- (F) Considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with City legislative and administrative officials and employees, representatives of business and government organizations, and the general public.
- (G) Ability to develop and prepare effective and complete correspondence and administrative reports.
- (H) Any equivalent combination of education and municipal management experience.

Salary: \$100,000 - \$130,000 DOQ annually plus excellent benefits. APPLY BY: 5:00 p.m., Wednesday, November 16, 2016 (Position open until filled). A detailed job announcement and brochure packet is available to download off the City of Whitefish website at www.cityofwhitefish.org or can be obtained by emailing the Human Resources Director, Sherri Baccaro, at sbaccaro@cityofwhitefish.org or calling 406-863-2407.

Interested parties are requested to submit a letter of interest, resume with complete work and salary history, completed City of Whitefish application, answers to supplemental questions and a writing sample to: Human Resources Director, City of Whitefish, P.O. Box 158, Whitefish, MT 59937 or by email to sbaccaro@cityofwhitefish.org.

It is the policy of the City of Whitefish to consider applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital status, the presence of a non-job related medical condition or physical disability or any other legally protected status unless related to a bona fide occupational requirement.

CITY OF WHITEFISH
AN EQUAL OPPORTUNITY EMPLOYER
POSITION DESCRIPTION

Position Title: City Manager
Department: City Manager
Salary Classification: Employment Contract
Salary Range: \$100,000 - \$130,000 Annually

GENERAL PURPOSE

Under the general direction of the City Council, directs the activities of the various City departments and implements policy as established by the City Council; does related work as required. As the administrative head of the City, the City Manager operates under State laws, the City Charter and ordinances, as well as direction and rulings of the City Council. Many of the duties of this position involve working with community leaders, department directors of the City, and the general public. Most action taken is on broad policy, planning, and budget matters of the City, and review of City operations. This position may be referred to interchangeably as City Manager or City Administrator.

SUPERVISION RECEIVED

Works under the general direction of the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by the City Manager.

Directs, supervises and administers all departments, agencies and offices of the City, except as otherwise provided by City charter, law or ordinance.

Appoints, suspends and removes all City employees except the City Attorney and City Judge.

Executes the laws, ordinances and policies of the City Council.

Recommends changes to the City's ordinances, administrative code and personnel system.

Prepares and presents the annual budget to the Council for consideration and adoption; implements the budget adopted by the Council.

Submits periodic financial and administrative reports to the Council, and recommends measures on the affairs and financial condition of the City.

Approves the purchase of all materials, supplies and equipment in accordance with procedures established by the Council; signs all checks issued by the City.

Executes bonds, notes, contracts and written obligations of the Council, subject to the approval of the Council;

Directs preparation of the Council agenda and information packet.

Attends Council meetings and, as required, meetings of other boards on which the City is represented.

Represents the City before the general public, community, news media, and other governmental entities to communicate and foster awareness and understanding of City policies, positions, processes, practices, plans and goals. Participate as a member of the WAVE Board of Directors.

Performs other duties as assigned by the Council.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in public administration, or a closely related field, and five (5) years of experience as a city manager or assistant city manager. Master's degree preferred.
- (B) Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions.
- (C) Thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diverse municipal governmental services.
- (D) Thorough knowledge of the principles and practices of public budgeting, finance, and reporting, and human resources management.
- (E) Ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvements in management methods.
- (F) Considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with City legislative and administrative officials and employees, representatives of business and government organizations, and the general public.
- (G) Ability to develop and prepare effective and complete correspondence and administrative reports.
- (H) Any equivalent combination of education and municipal management experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; considerable skill in working effectively with the public and in resolving complex problems with creative and productive solutions. Ability to work and perform job duties with frequent interruptions.
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare, analyze, and make recommendations on complex municipal issues; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively, orally and in writing.

SPECIAL REQUIREMENTS

A valid State of Montana driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet software, and internet resources; telephone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk or transport self.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

It is the policy of the City of Whitefish to consider applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital status, the presence of a non-job related medical condition or physical disability or any other legally protected status unless related to a bona fide occupational requirement.

APPLICATION FOR EMPLOYMENT



CITY OF WHITEFISH
PO Box 158
Whitefish, MT 59937-0158
(406) 863-2400

Use tab key to move through fields

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the City of Whitefish to consider applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital status, the presence of a non-job related medical condition or physical disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job position. **LATE, INCOMPLETE** and/or **UNSIGNED*** application material, including those which do not follow the instructions, will **NOT** be considered.

Position Applied for: _____ **Department:** _____

Name: _____

LAST

FIRST

MIDDLE INITIAL

Present Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: () _____ Home Phone: () _____

Have you ever been convicted of a felony? Yes No

If yes, describe _____

Do you claim veteran's preference? Yes (see note below*) No

*If yes, you **must provide** a copy of legal documentation (DD-214) with this application.

Have you worked for the City of Whitefish before? Yes No

If yes, please give dates and department: Position: _____

Department: _____ From _____ To _____

Reason for leaving: _____

Do you have a relative working for the City of Whitefish? Yes No

If yes, what is their name? _____ What relation? _____

What Department do they work in? _____

EDUCATION:

Check highest grade completed 7 8 9 10 11 12

If you did not complete high school, do you have a high school equivalency diploma? Yes No

High School: _____

City _____ State _____

College/University: _____ Degree/Cert Earned: _____

City _____ State _____ Course of Study: _____

Vocational/Business/Other: _____ Degree/Cert Earned: _____

City _____ State _____ Course of Study: _____

Work Related References:

Name: _____ Work Relation: _____

Company Name: _____ Phone #: _____

Name: _____ Work Relation: _____

Company Name: _____ Phone #: _____

Name: _____ Work Relation: _____

Company Name: _____ Phone #: _____

Title: _____ Dates employed: From _____ To _____
Company Name: _____ Supervisor Name: _____
Address: _____ Supervisor Phone #: _____
City: _____ State: _____ Salary: Start _____ Current/End _____

Describe work performed:

Reason for Leaving: _____

Additional work experience may be listed on a separate page or resume.

LIST ANY LICENSES AND/OR CERTIFICATIONS CURRENTLY HELD:

Military Service Information: Branch of Service _____

Active Service: From _____ To _____

Describe your duties and/or special training: _____

ACKNOWLEDGEMENT

By submitting this application for employment consideration, I certify that the information provided by me in connection with my application whether on this document or not, is true and complete. I understand that any misstatement, falsification or omission of information may be grounds for refusal to hire or, if hired, termination.

I understand that I will be required to sign an authorization to release information if I am considered for employment.

I understand that, if employed by the City of Whitefish, I will be required to provide proof of my identity and the legal right to work in the United States within three business days of the date employment begins, to verify my employability in compliance with Federal Law.

If offered employment with the City of Whitefish, I understand that I must comply with all of the City's policies, rules and procedures.

SIGNATURE OF APPLICANT*

DATE

*If application is submitted via e-mail, applicant will be required to sign this page if given the opportunity to participate in an interview.

VETERANS' REEMPLOYMENT PREFERENCE ACT

To claim preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to apply employment preference.

Veterans' Employment Preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used.

To claim Veterans' Employment Preference you must be a U. S. Citizen and (check one of the boxes below):

A Veteran, if You have been separated under honorable conditions, **AND**

1. You have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized, **or**
2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

A Disabled Veteran, (letter from Veterans Affairs must be submitted) **if** you have been separated under honorable conditions, **AND**

- You have an established Armed Force, service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U. S. Department of Veteran Affairs or military department, **OR**, you have received a purple heart.
- The spouse of a disabled veteran** if the veterans' disability prevents him/her from working
- The un-remarried surviving spouse of a veteran or disabled veteran**
- The mother of a veteran, if**
1. The Veteran lost his/her life under honorable conditions while serving in the Armed Forces, **OR** the Veteran has a service-connected, permanent, and total disability, **AND**
2. Your SPOUSE is totally and permanently disabled, **OR** you are the un-remarried widow of the father of the veteran.

DISABLED PERSONS' EMPLOYMENT PREFERENCE

You may claim Montana Persons with Disabilities Employment Preference as (check one of the boxes below):

- A person with a disability certified by PHHS (Attach to application).
- The spouse of a totally (100%) disabled person certified by PHHS and have resided continuously in Montana for at least 1 year immediately before applying for employment (Attach to application).
- Date of Montana Residency:** _____

Sign below if claiming a Veterans Preference or Disabled Preference

Signature: _____

Date: _____



SUPPLEMENTAL ESSAY QUESTIONS

The following questions are used to get to know you better and understand your writing and management style.

Please answer the following questions, limiting your responses to no more than one single page per question.

Please return your answers with your application package by 5:00 p.m. November 16, 2016 (first review, open until filled). Send all documents to Sherri L. Baccaro, City of Whitefish Human Resources Director, P.O. Box 158, Whitefish, MT 59937 or email sbaccaro@cityofwhitefish.org.

If you have any questions, please call Sherri at (406) 863-2407

City of Whitefish City Manager Supplemental Essay Questions

1. Please tell us why you are interested in this position.
2. Why it is a good time in your career to come to the City of Whitefish.
3. Describe your leadership style and how others would describe what it is like to work for you.