

## Recruitment Profile



# CITY ADMINISTRATOR DOUGLAS WYOMING



### Our Community is

Recognized as the Jackalope Capital of the world, Douglas, Wyoming is located in east central Wyoming in Converse County. Douglas has a diverse economy and a high quality of life grounded in traditional family values. With a population of 6,120, our legacy is rooted in the Oregon Trail pioneers, railroads and, of course, the wild western frontier. That pioneering spirit essential to survive in the old west, still exists.

### Our City:

**Our City** is an attractive, friendly community with a sense of caring, pride and place.

**Our City** history and small town values create identity for the present and vision for the future.

**Our City** values the contributions of our citizens.

**Our City** invests in our community to create a diversified healthy economy and encourage responsible, progressive development.

**Our City** strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of through current and long range planning for the community.

**Our City** is committed to providing the leadership necessary to meet long-term growth demands while protecting our quality of life.





**Douglas** sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more!

**Douglas** is located north of Cheyenne and southeast of Casper. An international airport is located one hour away in Casper, Wyoming with direct flight service to Denver, Colorado, and Salt Lake City, Utah.



**Douglas** operates under a Mayor, Council form of government, consisting of five members, with an appointed City Administrator. The City Administrator provides overall supervision for all city departments including Public Works and Utilities, Police, Community Development, and Finance and Administration.



### Our mission:

The City of Douglas, the Home of the Jackalope, promotes, provides and delivers vital resources to it's residents and visitors to allow them to live, work and play in a great community.

### Our vision:

#### Douglas Starts with "DO"

We **DO** model hometown pride. We **DO** keep Douglas an attractive, fun community.

We **DO** value the contributions and respond to the needs of ALL of our citizens.

We **DO** all that is possible to create a diversified healthy economy.

We **DO** encourage responsible, sustainable development.

We **DO** give residents and visitors opportunities to live, work, and play in the Home of the Jackalope.



### Our Guiding Values:

Community Support \* Stewardship  
Transparency \* Hometown Pride  
#Douglascommunitystrong  
Family-Focused Community culture  
Equality

### Our Strategic Plan:

Healthy, Diversified Economy  
Well-Planned Community  
Attractive Community  
Great Choices for Living, Working and  
Playing  
Solid Infrastructure  
Hometown Pride and Care

### Current Goals:

- ◆ Develop & clarify City role & participation in Economic Development
- ◆ Implement Downtown Master, Comprehensive Master & Wayfinding Plans
- ◆ Navigation & Mobility throughout the community
- ◆ Invest in entryways & corridors
- ◆ Preserve and utilize North Platte River Corridor
- ◆ Develop Recreation Master Plan
- ◆ Provide conduit for social service provider interface
- ◆ Engage community in civic processes & volunteer efforts
- ◆ Utilization of Natural Environment
- ◆ Expansion of Douglas Park Cemetery
- ◆ Facility planning of the future
- ◆ Continue to foster & encourage open communication between other governmental entities & community stakeholders



## Candidate Profile

The City Administrator for the City of Douglas will be an experienced administrator who possesses outstanding interpersonal, organizational, and leadership skills with knowledge and experience in all aspects of management. The successful candidate will have expert communication skills and be able to work effectively with the governing body, management team, employees and citizens. He/She must be open, honest, accessible, and possess a reputation as a firm, competent and consistent manager with a track record of developing effective partnerships.

The City Administrator will possess a balance between assertiveness and diplomacy, be a good listener with the flexibility necessary to reach compromise, and will be a person of imagination and vision that will ensure continued progress for the City. He/She will appreciate and work to maintain its quality of life, and provide leadership to its skilled and dedicated Employees.

The City Administrator holds a vital public position within the community, and he/she will be expected to become actively involved in and engaged with the community. He/She must be able to distinguish political sensitivities and inter-relationships in the local community and adjust operations accordingly. The City Administrator will work cooperatively with local leaders, organizations and the media.

## Position Description Overview

The City Administrator is responsible for planning, coordinating and providing overall direction for the activities of the operating departments. He/She will assist the governing body and other departments with establishment, coordination and implementation of City-wide goals and objectives. He/She will establish municipal government organization; maximize efficiency; coordinate administrative functions with appropriate city, county, state and federal government agencies.

The City Administrator will prepare detailed reports or presentations based on research analysis and evaluation of data pertaining to specific projects, involving application of expert or highly technical knowledge, and make recommendations for action to be taken or resolution of problems.

## Education and Experience

Qualifications for the successful candidate may include a track record of success in economic development; five years experience in a supervisory, technical or professional area related to management or administration; government management and operation experience and a bachelors degree in public administration or related field.



## Application Process

- If you are interested in applying for this career opportunity please submit a resume, cover letter and a City of Douglas employment application (available on our website at [www.cityofdouglas.org](http://www.cityofdouglas.org)) either electronically or by mail to the contact information listed below.
- Position will open January 31, 2018 and applications will be accepted until filled with initial review to begin February 15, 2018.

## Compensation/Benefits:

- The City Administrator position is a contract position with an initial salary range of \$100,000–\$130,000 based on qualifications and experience.
- Current benefits include medical, dental, vision, disability & life insurance; retirement pension plan; paid vacation, sick & holiday leave; vehicle and cell phone allowance.

## Contact Information:

- City of Douglas
- Mary Nicol
- Administrative Services Director/Treasurer
- P.O. Box 1030, Douglas, WY 82633
- Ph: (307) 358-3462; Fax: (307) 358-6447
- [mnicol@cityofdouglas.org](mailto:mnicol@cityofdouglas.org)
- Website:
- [www.cityofdouglas.org](http://www.cityofdouglas.org)
- The City of Douglas is an EEO/ADA/Drug Free Workplace Employer.