

TOWN OF ALTA
IMMEDIATE OPEING FOR A FULL TIME POSITION
ASSISTANT TOWN ADMINISTRATOR/INTERGOVERNMENTAL RELATIONS COORDINATOR

The Town of Alta is seeking a person to fill the position of the Assistant Town Administrator/Intergovernmental Relations Coordinator. This is a dynamic position with an emphasis on managing and conducting a wide range of special projects and programs and serving as a liaison with diverse interests including government, private, and non-profit organizations covering a broad range of topics. This person must have strong communication skills, both written and verbal. The ATA must be able to show strong initiative and show flexibility in working both independently, under direction and collaboratively

JOB RESPONSIBILITIES AND EXPECTATIONS

- Works directly under and supports the Mayor and Town Administrator with various planning and zoning tasks, including policy research, development and recommendations.
- Coordinate, analyze, support and conduct projects relating to sustainability and environmental initiatives, transportation, economic development, community affairs, and other special interests.
- Support the Alta Planning Commission and Alta Town Council with various tasks and research;
- Represent the Town of Alta on various committees regarding environmental, transportation, and economic development issues;
- Support with analysis of legal issues;
- Engage the community through preparation and distribution of a Town newsletter and related communication efforts;
- Preparation of grant applications and administration of grant funding for special projects;
- Represent the Town's interests on issues at the State Legislature that affect the Town; and
- Build and coordinate strategic relationships with partnering agencies, including but not limited to local, state, and federal agencies, non-profits, private businesses, and the community.
- Manage GIS updates and preparation of GIS products for various projects and purposes and have experience in ESRI ArcGIS software.

REQUIRED SKILLS AND EXPERIENCE

- **Minimum qualifications:** Bachelor's degree from an accredited college or university in environmental studies (or related natural sciences), geography, planning, political science, public administration, or law.
- **Desired qualifications:** Demonstrated proficiency and experience in environmental, planning, policy, public administration, or related field.

Salary commensurate with experience
Closing date: Friday, April 18, 2014
Please submit resume to John Guldner at jhg@townofalta.com
P.O. Box 8016, Alta, Utah 84092-8016
The Town of Alta is an equal opportunity employer