

JOB POSTING: ASSISTANT TOWN MANAGER



Job Title: Assistant Town Manager

Reports To: Town Manager

General Purpose:

Under the direction of the town manager, assist with administration and oversight of Town of Alta services and programs. Manage Town programs and projects. Assist in preparation of the Town's long range plans and budgets.

Duties and Responsibilities

- Assist the town manager in the planning, operation, delivery, and evaluation of municipal services
- Manage and collaborate across departments on programs and special projects related to a wide range of topics including, but not limited to: capital improvements, building maintenance, land use planning and zoning, strategic planning, community development, transportation, parking, emergency management, sustainability, and public and intergovernmental relations
- Serve as Town of Alta emergency manager
- Work with representatives of other public, private, and nonprofit organizations on collaborative projects
- Represent the Town on various committees, panels, and working groups
- Attend and participate in Alta Town Council and Alta Planning Commission meetings
- Research and apply for grants, and manage grant-funded projects
- Manage part-time employees of the Town as assigned
- Other duties, responsibilities, and tasks as assigned by the town manager

Knowledge, Skills, and Abilities

- Ability to plan and administer projects, including projects related to building maintenance and renovations
- Ability to manage programs
- Knowledge of municipal service and program areas including but not limited to planning and implementation of capital improvements, land use planning and zoning, community development, transportation, emergency management, sustainability, and public and intergovernmental relations
- Strong organizational skills
- Ability to work under supervision, as part of a team, and independently
- Excellent written and oral communication skills including comfort with public speaking
- Proficiency in Microsoft Office applications
- Familiarity with Alta and Little Cottonwood Canyon is preferred

Qualifications

- Bachelors degree in public administration, planning, or related field
- 2 or more years of progressively responsible experience in municipal government administration or related field, or 2 or more years of progressively responsible experience in the building trades and proven ability to execute building projects and programs, is preferred

Physical Requirements

The Town of Alta municipal office building is located in upper Little Cottonwood Canyon at 8,700 feet

above sea level. Accessing the building requires traversing up and down steeply sloped pathways and roads, and sometimes over or through a deep snowpack. Working conditions are consistent with a typical office environment and include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling, keyboarding, stooping, crouching, climbing ramps or stairs, and speaking. Must be able to remain in a stationary position for long periods of time, up to 3-4 hours continuously. Tasks may occasionally involve physical effort such as lifting up to 50 lbs. and assisting with snow removal.

The ability to hear, understand, and distinguish speech and/or other sounds (e.g., doorbell, telephone, computer, alarms) including in-person speech, electronic speakers, or other remote speech.

Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers. Clarity of vision at 20 feet or more including the ability to see a person or object, and the ability to recognize features.

Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate with visitors, ability to complete tasks in situations that have a speed or productivity requirement.

Compensation

Pay Range: \$55,000-\$75,000 per year

Status: The Assistant Town Manager is a full-time, hourly/FLSA non-exempt position with health, dental, and vision insurance, enrollment in the Utah Retirement System (URS), vacation and sick leave, and other benefits.

Please visit www.townofalta.com for more information about the Town of Alta.

Application deadline: September 29th, 2023 at 12pm.

To apply, please submit a cover letter, resume, and three professional references via email with “Assistant Town Manager Application” in the email subject line to Chris Cawley, Town Manager, at: ccawley@townofalta.com

Interviews are tentatively scheduled for October 4th to 13th