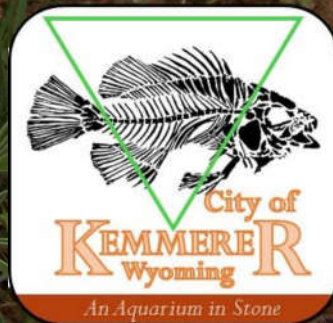


CITY ADMINISTRATOR

*City of
Kemmerer, WY*





THE COMMUNITY

Wide open skies. Hunting, fishing, and all-season sports. It's an outdoorsman's paradise.

Kemmerer (pronounced "Kemmer"), population 2,656, is located in southwest Wyoming only two hours northeast of Salt Lake City. Situated at the intersection of U.S. Highway 30 and 189, Kemmerer is a hub of major industrial development, outdoor recreation, and small town living.

Kemmerer is the county seat of Lincoln County, which straddles the Utah-Idaho-Wyoming border. Known as "the Fossil Fish Capital of the World," Kemmerer's 100-year-old history is grounded in geology. Nearby Fossil Butte National Monument is home to the world's best specimens of fossilized fish dating back 50 million years. The Monument receives over 20,000 visitors each year, and amateur fossil hunters can dig their own specimens at private quarries dotting the nearby landscape.

Additionally, Kemmerer is a major center for mineral extraction. Coal, oil, natural gas, and helium are plentiful resources surrounding the city. Major employers include several Fortune 500 companies such as ExxonMobil (natural gas), Williams (natural gas) and ConocoPhillips (oil). The core economic base is in coal-fired power generation through Westmoreland-Kemmerer (surface coal mining) and Rocky Mountain Power (Naughton Plant). With stable jobs, high median incomes, and low unemployment, Kemmerer enjoys many amenities not seen in other rural communities in Wyoming. It was also named the safest city in Wyoming in 2017.

Kemmerer's history is both colorful and plentiful. It is home to the very first J.C. Penney department store on the city's unique Downtown Triangle. Mr. Penney's home can also be found on the Triangle, and is open for tours during the summer months. Penney made his start in Kemmerer by selling clothing and goods to the miners in this coal boom town.



During the 1920s and 1930s, Kemmerer became known as “Little Chicago” due to its prominence as a major source of bootlegged alcohol during Prohibition. One variety of moonshine, known as “Kemmerer Moon,” was reportedly a favorite in speakeasies around the country.

Kemmerer boasts some of the best cultural and recreational opportunities in the region. City services include a recreation center, outdoor pool, 9-hole Fossil Island Golf Course, the South Lincoln Training and Events Center, and a general aviation airport. Nearby Hams Fork Recreation Area offers opportunities for fishing, hiking, snowmobiling, camping, and boating. Kemmerer also offers four parks, including the historic Herschler Triangle Park in downtown. In the summer, downtown Kemmerer gets transformed into an outdoor concert venue for events like the Oyster Ridge Music Festival, Wyoming’s largest free music festival, and Fossilfest, a family-friendly fair.

The entire state of Wyoming is exiting a major economic slump dating back to 2015, when the prices of oil, coal, and natural gas all plummeted at the same time. Over the last two years, the City has gone through significant budget cuts and service reductions, including layoffs and reductions-in-force through attrition. The new city administrator will need to ensure that staffing remains commensurate with service levels in order to prevent staff burnout. However, sales tax revenues have rebounded significantly in the last 18 months. The combination of increased revenues with decreased spending has led to a stabilization of the city’s finances. Kemmerer enjoys a history of strong financial audits thanks to its experienced administrative team.

Kemmerer recently completed a comprehensive plan update that prioritizes infill development, redevelopment of older sections of town, repairing existing infrastructure, low population growth, and preserving a rural/small town feel. The new city administrator will be tasked with implementing a capital improvement plan that helps maintain both the character and services the town currently has while also pursuing strategies to meet future needs.

Recent projects have included road repaving (Elk Street and Canyon Road), reroofing the Rec Center, energy efficiency upgrades in City Hall, airport runway and apron upgrades, and the restoration of the Old Town Hall, now used as a business park. Recently, the City has also pursued a countywide one cent capital tax to fund road improvements. Voters will decide this issue at the election on November 6.

MAJOR EMPLOYERS

Westmoreland Kemmerer
Coal Mining

Rocky Mountain Power
Naughton Power Plant

ExxonMobil
Natural Gas Extraction

Williams
Natural Gas Extraction

Enterprise
Natural Gas Extraction

ConocoPhillips
Oil Extraction

South Lincoln Medical
Healthcare

Lincoln County SD #1
Education

Fossil Industry
Paleontology

Bureau of Land Management
Government

U.S. Forest Service
Government

National Park Service
Government



Photo: Heavy equipment in operation at the Westmoreland coal mine

CORE VALUES

Public Service | Innovation | Flexibility

These core values are distilled into the slogan “Make it Matter, Make it Better, Make it Happen.” The City does not exist to serve itself. Therefore, city employees must make sure, above all, that its services *matter* to the public. The City constantly seeks for ways to accomplish our goals quickly, professionally, and conservatively through adaptation and change in order to make things *better*. Circumstances frequently arise that force the City to stretch its limits with finances, employees, equipment, and other resources. The City seeks to bend whenever possible to make things *happen* and get the job done.

The city administrator will find Kemmerer to be a community that embraces someone who isn't afraid to “roll up their sleeves” in any capacity.



Photo: Fossil-digging tourist in Kemmerer, WY

GOVERNANCE & ORGANIZATION

Kemmerer is a strong-mayor form of government with an administrator recognized through ordinance. The City is governed by a seven-member Council, including the mayor, who has “superintending control” over the administrator. Hiring and termination of the administrator requires a majority vote of the council.

The City has 23 employees spread over four departments, including: Administrative Services, Public Works (Streets, Sanitation, Airport, Parks, & Building Maintenance), Recreation and Events, and Police. The planning, economic development, and golf divisions have all historically reported directly to the administrator. The most recent administrator performed planning duties directly, though contract GIS, planning, engineering, and building inspection services are available.

Kemmerer is the only city in Wyoming to recognize a collective bargaining agreement with all non-exempt employees. The employees are currently represented by the United Mine Workers of America. The most recent contract was signed in the summer of 2017 and lasts for five years.

Water/sewer and fire protection are provided by separate special districts.

LEADERSHIP & INNOVATION

The new administrator should be a strong leader who can demonstrate empathy and tact but also decisively steer the city towards the Council's goals. He/she will continue to build relationships with other agencies, especially neighboring Diamondville, and look to ensure that the city maintains pace with technological, legal, and legislative advances.



IDEAL CANDIDATE

The City of Kemmerer's next City Administrator will be an innovative leader who will take the organization to the next performance level. He/she must be an excellent communicator in writing and speaking as well as in all media platforms, especially public presentations and social media. Additionally, the City Administrator must be a good listener, open & transparent, and honest in their representation of the City and its programs, services, personnel, and goals.

The next City Administrator should be well-versed in all aspects of municipal administration, and look for creative ways to provide services. He/she should also have a strong appreciation for challenges facing small, rural cities. They should be equally approachable by the Council, staff, and residents of Kemmerer.

The Council desires candidates with proven strategic planning, project management, and financial management skills. A key focus of the Council is the diversification of the local economy, and they desire a candidate with a successful background in economic development. Always a forward thinker, the next administrator should be open to, and familiarity with, technology advancements and have the ability to integrate these changes directly into small-town operations and budgets.

The next City Administrator will be a visible and active member of the community both personally and professionally. The ideal candidate will be a role model for city staff and will value input from citizens and community groups, with a willingness to forge new relationships and build on existing relationships.

The ideal candidate will keep Council and the Mayor informed in a timely manner. As the principal counselor to the Council, the administrator will make recommendations by apolitical means, but genuinely reach out to each council member to exchange information, experience, and ideas prior to designating a course of action.

The successful candidate will be able to build consensus, reach across political or departmental lines, and achieve the strategic goals established by the City Council.



EDUCATION & EXPERIENCE

Candidates should have at least a Bachelor's degree in public administration, business management, or a related field. A Master's degree in public or business administration or related field is highly desirable.

This position requires a minimum of 3-5 years of progressively responsible supervisory experience, preferably in a local government setting.

Previous experience with collective bargaining negotiations is a strong plus.

COMPENSATION & BENEFITS

The salary range for the City Administrator is between \$68,000-\$85,000 depending on qualifications and experience. The City provides generous benefits, including:

- 12 annual vacation days (starting)
- 10 annual sick days
- Accrual of Executive Leave
- 100% employer-paid medical, dental, and vision insurance
- 100% employer-paid Wyoming Retirement System contributions
- City vehicle
- City-issued cell phone
- Free passes for golf, rec center, and outdoor pool for employees & families
- Flexible Spending Plan
- ICMA-RC 457 deferred compensation plan

Additionally, the State of Wyoming benefits from the following tax advantages:

- No state income tax
- Low sales tax
- Low property tax



Photo: Oyster Ridge Music Festival





RESOURCES

City of Kemmerer
kemmerer.org

South Lincoln County
Economic Development Corporation
gosouthwestwyo.com

Lincoln County School District #1
rangers1.net

Lincoln County
lcwy.org

South Lincoln Medical Center
southlincolnmedical.com

Photo: Naughton Power Plant, Kemmerer, WY

APPLICATION PROCESS

To apply:

- Visit kemmerer.org under the "Jobs & Bids" tab
- Complete a job application
- Submit application, cover letter, and resumé to gryoung@kemmerer.org

For more information:

Glenda Young
Administrative Services Director
gryoung@kemmerer.org
(307) 828-2350

Applications will be accepted until January 4, 2019 at 5:00 PM local time. An early review will occur for all applications received prior to December 8, 2018.

The City of Kemmerer is an Equal Opportunity Employer. Applicants selected as finalists for this position will be subject to a comprehensive background check.