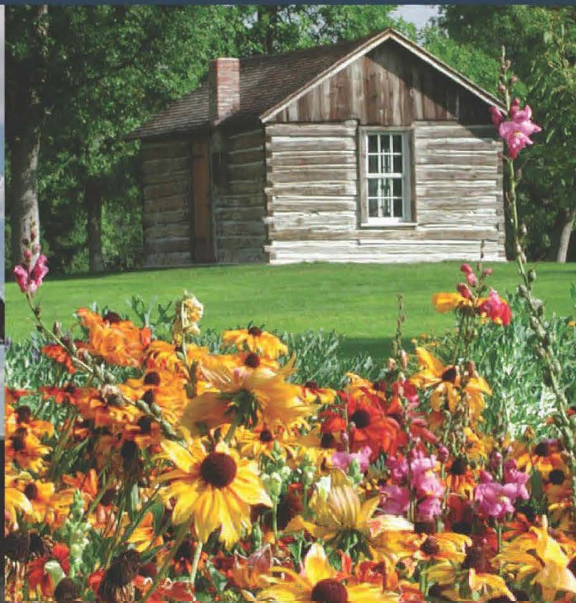


# THE CITY OF GREAT FALLS, MONTANA



*invites your interest in the position of*

## DEPUTY CITY MANAGER



# GREAT FALLS - AN OUTSTANDING OPPORTUNITY



## THE OPPORTUNITY

The City of Great Falls is seeking a dynamic, motivated, and collaborative professional for the role of Deputy City Manager. This senior executive leadership position offers a unique chance to work closely with the City Commission, City Manager and Department Head Leadership Team. The Deputy City Manager plays a crucial role in the day to day management of the city and assists with shaping the future of the organization and the community.

As The Deputy City Manager, you will be a vital member of the City's Senior Management Team, providing strategic planning, policy formulation, and operational oversight to endure efficient and effective delivery of services to our residents.

## CITY GOVERNMENT

The City of Great Falls was founded in 1883 and incorporated in 1888. Great Falls is the third largest city in Montana after Billings and Missoula with a population of over 59,000 residents. The governing body of the City consists of the City Commission which is made up of four commissioners and a Mayor.

Great Falls operates with a commission-manager form of government. The Mayor and Commission serve as the City's legislative body adopting laws and ordinances, and providing policy direction for the operation of the City. The city manager oversees the daily operations of the City, prepares an annual budget, and enforces Commission adopted policies and ordinances.

Great Falls is a full service city, which provides police and fire protection; planning and community development; parks and recreation; public works; and library services to its residents. The City also has a municipal court, the Mansfield Events Center, and Animal Shelter.

Great Falls also has a number of departments which provide broad support to other departments and the public including the City Clerk's Office, the City Attorney and Prosecutor's Office, Fiscal Services, Information Technology, and the Human Resources Department. The City also has a number of Advisory Boards and nine Neighborhood Councils who advise the City Commission, City Manager and City departments

While the city of Great Falls currently is experiencing a modest expansion and redevelopment spike, the community historically has slow, but stable economic growth. The slower growth presents funding challenges for both capital and operational needs, but on the other hand, the presence of agriculture, a strong medical community, and two major military installations protects the community from wide economic swings.

The City has a new energetic Mayor with a vision of being more collaborative and promoting continued growth and also finding ways to attract young professionals to the community. In general, the Commission works well together and through their differences have the best interests of the city at heart.

Within the last two years, Moody's affirmed the City's Aa3 credit rating, the General Fund Balance is within policy, and the City Manager is working to strategically address deferred capital needs.

## ABOUT THE CITY MANAGER

Greg Doyon has been serving as City Manager since March 2008. He oversees the daily operations of the city and enforces the policies adopted by the Mayor and four city commissioners. His duties include supervising all City departments, preparing an annual budget, and appointing employees.

He is a member of Great Open Spaces City manager Association and is a Certified Public Manager through the National Certified Public Manager Consortium. In 2011, he attended the ICMA Senior Executive Institute at the University Of Virginia's Colgate Darden School of Business. In 2014, Greg was named an ICMA Fellow and awarded a scholarship to participate in the Harvard Kennedy School of Government's Senior Executives in State and Local Government Program. Greg is a graduate of Leadership Montana Class of 2023.

Greg possesses a broad range of private/public sector experience as an EMT-First Responder, reserve police officer, city planner, private business development, and recreation director.

## ABOUT THE POSITION

**As the Deputy City Manager, you will:**

Support the City Manager: Work closely with the City Manager in the development and implementation of city-wide operations and policies.

Leadership and Supervision: Provide leadership to various city departments including the Animal Shelter, City Clerk's Office, Communications, Neighborhood Councils, and Mansfield Events divisions.

Policy Implementation: Promote effective and efficient operations by facilitating interdepartmental cooperation and resource sharing. Operational Oversight: Oversee assigned programs and projects, ensuring they are delivered efficiently, effectively, and within budget.

Community Engagement: Attend commission, board, and community meetings to communicate the interests and philosophy of the city.

Financial Management: Assist with the development of the City's annual and capital operating budgets.

Acting City Manager: Serve as acting City Manager during the City Manager absence.

## THE IDEAL CANDIDATE

**We are looking for a candidate who:**

- Education and Experience: Holds a Master's degree in Public Administration, Business Administration, or a related field, with at least five years of experience as a city department head or in a comparable managerial position. Additionally, experience and/or certification in Project Management is desired.
- Leadership and Management Skills: Demonstrates strong managerial leadership, public policy development, and budgeting/financial management skills.
- Community-Oriented: Possesses the ability to establish strong, collaborative relationships with community organizations, residents, and businesses.
- Effective Communicator: Has excellent verbal and written communication skills, and experience working with the media.
- Strategic and Analytical Thinker: Can analyze complex problems, identify solutions, and implement recommendations in support of city goals.
- Proactive and Responsive: Shows responsiveness, is approachable, and possesses a high level of integrity with everyone.



## Discover Great Falls

Great Falls, Montana's third-largest city, is home to over 60,000 residents. It is the seat of Cascade County and a regional hub for the Golden Triangle. The community is renowned for its rich history, cultural heritage, and stunning natural beauty. Nestled in the heart of Montana, the city offers a blend of big city excitement and small-town charm. Residents and visitors alike enjoy a high quality of life with excellent schools, safe neighborhoods, abundant recreational opportunities, and a strong sense of community.

Often referred to as Montana's basecamp, Great Falls is centrally located and features an international airport. The city is surrounded by four mountain ranges, three rivers, two wilderness areas, and one wildlife refuge, making outdoor adventures easily accessible. Great Falls is also conveniently situated about halfway between Glacier National Park and Yellowstone National Park, with the "Mighty Mo" (Missouri River) running through the city. Great Falls is a paradise for outdoor enthusiasts, offering a wide range of recreational activities throughout the year:

- **Hiking and Biking:** Explore the River's Edge Trail, a 60-mile scenic trail along the Missouri River perfect for hiking, biking, and wildlife watching. Nearby, Sluice Boxes State Park offers rugged trails with stunning canyon views and remnants of Montana's mining history.
- **Water Activities:** Enjoy floating down the Missouri River, boating, or fishing in the numerous rivers, lakes, and streams. The Electric City Water Park provides summer fun with water slides, a lazy river, and a wave pool.
- **Winter Sports:** Experience winter adventures at Showdown Montana, the region's premier ski hill, with slopes for all skill levels, snowboarding, and live music events. Silver Crest Trails offer excellent snowshoeing and cross-country skiing opportunities.

- **Wildlife and Bird Watching:** Visit the Charles M. Russell Wildlife Refuge or Freezeout Lake to observe a diverse array of wildlife and seasonal bird migrations.
- **Golf and Sports:** Play a round of golf at one of the beautiful golf courses or enjoy community sports facilities and parks scattered throughout the city.
- **Arts and Culture:** Immerse yourself in the local arts scene by visiting the C.M. Russell Museum, attending performances at the Mansfield Center for the Performing Arts, or exploring the downtown art galleries and over 25 wall murals.

## Year-Round Adventure and Family Fun

Great Falls welcomes visitors with open arms in all four seasons. Spring is a well-kept secret worth the wait, summer is phenomenal with epic rivers, lakes, and streams, fall offers surprises with hiking, fishing, biking, and hunting, and winter brings snow adventures like skiing, snowshoeing, and fat-biking. For family fun, cheer on the Great Falls Voyagers at a Pioneer League baseball game, try climbing at Hi-Line Climbing Center, create art at Brush Crazy, or visit the Electric City Water Park.

Don't miss the Great Falls Buffalo Hunt and the chance to see mermaids.

Great Falls combines outdoor adventure with rich cultural experiences, making it an ideal destination for families, adventure seekers, and anyone looking to enjoy Montana's natural beauty and community spirit.





## COMPENSATION, BENEFITS AND HOW TO APPLY

The salary range for the Deputy City Manager position for the City of Great Falls is in the high **\$140,267 – \$165,000** depending on experience and qualifications. The City offers an outstanding fringe benefit package. A reasonable relocation package can be negotiated. This is an exempt position with a typical 40-hour workweek Monday through Friday, including regular evening public meetings and occasional weekend events

This position will remain open until filled. Qualified applicants will be interviewed as applications are submitted, through the first review of June 26, 2024.

To be considered for this position, please send your confidential resume and cover letter with your current five (5) year salary history to:

<https://www.governmentjobs.com/careers/greatfallsmt/jobs/4541246/deputy-city-manager?pagetype=jobOpportunitiesJobs>

Join us in making a difference in the vibrant community of Great Falls. We look forward to welcoming a dedicated and talented Deputy City Manager to our team!

**For further information on this opportunity, please contact Greg Doyon, City Manager directly at (406)455-8450.**

*THE CITY OF GREAT FALLS, MONTANA, IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE CITY'S GOVERNMENTAL STRUCTURE.*

