

City Manager City of Rawlins, Wyoming



The CITY of
RAWLINS
WYOMING

The Organization:

The City of Rawlins operates under a council-manager form of government consisting of seven Council members; six who are elected by wards and one Council member elected on an at-large basis. The Council selects the Mayor every two years. The City employs 115 full-time employees.

Rawlins is the largest city in Carbon County located in south central Wyoming straddling the Continental Divide. Carbon County has 7,905 square miles of land, approximately half of which is federal lands supporting diverse wildlife with great outdoor recreation opportunities.

Rawlins is a "Main Street" community recognized for its downtown restoration, with an estimated population approaching 10,000 residents. Industrial and educational enhancements are in process which should improve the dynamism and opportunity in the community (see master plan update and supporting studies at: <http://www.rawlins-wyoming.com/index.aspx?nid=272>.)

Outdoor Life ranked Rawlins in the top #14 and as high as 3rd in their top 200 affordable, thriving, and perfectly wild towns in American for sportsmen in 2009, 2010 and 2011. *Golf Digest* has ranked our golf course, *Rochelle Ranch*, as the 29th toughest golf course in America and *Golfweek Magazine* included Rochelle Ranch as one of the best courses to play in America for under \$50. Rawlins is the first pilot Tourism community in Wyoming receiving certification through the WY Office of Tourism. More information about our city can be found through our City's web site, and also through an informative video:

http://www.elocallink.tv/clients3/wy/rawlins2011/tourplay.php?movie=rawlwy11_wel_iwd&spon=welcme

The Position:

The City Manager's mission is to "Support the City Council, connect citizens to their city government, and through professional management tools, help city departments provide responsive, cost effective, efficient local services."

The City Manager serves as the City's chief executive officer responsible for the effective and efficient operation of a full-service city that provides, police, fire, water/wastewater, and solid waste, and recreation. The City Manager serves and advises the Council, hires personnel, prepares the annual budget and goals for Council consideration and coordinates City operations and programs.

The Ideal Candidate:

This position requires five to seven years of highly responsible managerial experience in similarly sized organizations. The ideal candidate will have local government experience and with a Master's degree as preferred qualifications. Educational qualifications are waived for an individual with an exceptional management and public works background. Applicants must possess a valid driver's license, and successfully clear a pre-employment drug screen prior to being hired.

The City of Rawlins is
AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER

Location:

Rawlins is located in the south-central portion of Wyoming and within the third largest county in Wyoming

Our City:

According to Rawlins city Census 2010 results, the population of the area was approximately 9,259 people. The city is eight square miles on 5,120 acres. The climate is semi-arid with low relative humidity. The average annual precipitation is 10.9 inches with an annual average snowfall of 41.5 inches

City Manager Compensation:

The City of Rawlins offers a competitive and negotiable salary with excellent benefits; the City pays 100% of health insurance premiums for the employee, spouse and dependents.

Web Site:

<http://www.rawlins-wyoming.com>

CONTACT INFORMATION

Recruitment Services Consultant:

Mountain States Employer's Council -
Outsourced Consulting Service

Application Procedures:

Application forms are available at City Hall, 521 W. Cedar Street, Rawlins, WY 82301, 307-328-4500, or on the City's web site, www.Rawlins-Wyoming.com, under the "Job Opportunities" tab.

Please submit your completed and scanned application, resume plus cover correspondence outlining your salary history and compensation expectations by **Friday, May 31, 2013** by email to:

mspiroff@msec.org

Please reference the following code in the subject line of your email:

**MSEC – 13-04; Rawlins
Wyoming City Manager**

Alternatively, submit in hard copy to:

Mark Spiroff, MBA, SPHR
Mountain States Employer's Council
Outsourced Consulting Services
1799 Pennsylvania Street
Denver, CO 80201-0539

