



RIVERTON CITY HALL

CITY MANAGER

Riverton, Utah

OPENS 12/29/17 - CLOSSES 01/23/18

About Riverton City

Riverton, Utah, is the perfect place to call home. Conveniently located in the southern end of the Salt Lake Valley, the City provides a fulfilling hometown environment with easy access to I-15, Bangerter Highway and Mountain View Corridor. From its early days of vast and productive farmland, Riverton has grown into a community of more than 42,000 residents. Families enjoy a safe and satisfying quality of life in Riverton with an exceptional school system, a culture of service, committed leadership, and abundant opportunities for fun and recreation. As one of the fastest growing areas in the United States, businesses have the opportunity to thrive in Riverton.

The City provides a full range of services to its residents and businesses including building inspections, construction and maintenance of street lighting, roadways, and parks, as well as recreational and cultural events. In addition to the above general governmental services, the City also provides culinary water, secondary water, sanitation, and stormwater utility services.



Riverton City's government consists of a six-member council which makes up the governing body; a mayor and five council members.

Quickfacts

POPULATION STATISTICS*

Male - 49.2% Female - 50.8% Veterans - 1,366

MEDIAN VALUE OF OWNER-OCCUPIED HOUSING UNIT*

\$274,700

MEDIAN HOUSEHOLD INCOME*

\$85,207

EDUCATIONAL ATTAINMENT*

High School Graduate 95.6%
Bachelor's Degree (or higher) 31.2%

UNEMPLOYMENT RATES**

Riverton 3.4% Utah 3.5% Nationwide 4.4%

*Source: US Census Bureau Quickfacts Web. October 19, 2017

**Source: US Bureau of Labor Statistics Web. October 10, 2017

Development and New Businesses

As part of its economic strategy, Riverton City's commitment to infrastructure development has played a significant role in attracting new businesses. In the past year, 235 new businesses have opened in Riverton. Excitement surrounds the new Mountain View Village at Riverton, currently under construction. This new complex will include over one million square feet of retail and office space as well as residential components.



Town Days Rodeo



Mountain View Village at Riverton

Job Description and Duties

Riverton City is seeking an executive level candidate for a City Manager. This appointed position serves under the direction of the governing body of the City and performs professional managerial duties. This position directs and coordinates administration of government operations in accordance with policies determined by the governing body. Other duties would include appointing department heads and staff as provided by state laws or local ordinances. The City Manager supervises activities, such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, purchases of supplies and equipment, and oversees and directs community and economic development programs. The City Manager assists with the preparation of annual budget and submits estimates to the elected officials for approval.

EXAMPLES OF DUTIES:

(These examples are not all inclusive)

- In coordination with Finance Director, prepares an annual budget using criteria of strategic plan to present to Mayor to start budgeting process.
- Exercises general control and supervision of administrative activities of the City.
- Prepares plans and programs concerning development, operation, and needs of the City.
- Sets performance standards and controls to ensure efficient and effective operations.
- Provides general oversight of all financial decisions of the City.
- In coordination with Finance Director, manages financial statements.
- Oversees hiring and discharging of all employees, except those appointed by statute.
- Reviews all proposed contracts and makes recommendations to the Governing Body.
- Ensures appropriate procurement practices are established and followed.
- Exercises all powers and duties assigned by ordinance or resolution.
- Develops, maintains, and manages a team of professionals to achieve goals and objectives as outlined in the strategic plan.



River bottoms

Qualifications and KSA's

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration, Engineering, or Accounting required
- Master's degree in Public Administration, Business Administration, Engineering, Accounting, or Juris Doctorate preferred
- 7+ years' experience in a significant leadership/managerial role preferred
- 5+ years' experience in a significant leadership/managerial role required
- 5+ years' experience with MS Word, MS Excel, PowerPoint, email, and internet preferred
- Must possess a valid Utah Driver's License with a good driving record

KNOWLEDGE, SKILLS & ABILITIES:

- 5+ years' of management/supervisory skills required
- Excellent oral, written, and presentation skills are required
- Excellent influence/interpersonal skills required
- Extremely good problem solving skills required
- Excellent analytical and decision making skills required
- Outstanding team interaction/effectiveness required
- Highly skilled with multi-tasking abilities required

Benefits & Compensation

Riverton City offers a competitive benefits and compensation package. The City Manager salary range is \$122,279.00 - \$191,257.00 annually, dependent upon education and experience.

Medical insurance is available through Select Health and is covered 100% by the City for single coverage and approximately 80% for family coverage, depending on plan selected. Dental coverage is available through PEHP. The city also covers Short-term disability, Long-term disability, and Life insurance. Riverton participates in Utah Retirement Systems pension and pays into a 401(a) for all full-time employees. Riverton City is also social security exempt.

APPLICATION: HOW TO APPLY

Applications are available at Riverton City Hall, 12830 South Redwood Road, Riverton, Utah or

http://www.rivertoncity.com/departments/human_resource/online_employment_application.php. **A Riverton City application must be submitted** to the Human Resources Department at Riverton City between 8:00 a.m. and 6:00 p.m. Monday through Thursday or between 8:00 a.m. and 5:00 p.m. on Fridays, by email to hr@rivertoncity.com, or faxed to 801-208-3179. Riverton City is an Equal Opportunity Employer.

