

## **CITY OF TAYLORSVILLE JOB ANNOUNCEMENT CITY ADMINISTRATOR**

Salary: \$85,610 to \$134,193, plus a benefits package

FLSA Status: Full Time, Exempt

Application Deadline: January 6, 2014, 2:00 p.m.

Target Start Date: on or before February 3, 2014

City of Taylorsville, Utah 84129; [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov)

Contact: Patricia Kimbrough [pkimbrough@taylorsvilleut.gov](mailto:pkimbrough@taylorsvilleut.gov); 801-963-5400

The City of Taylorsville, Utah, is accepting applications for the position of City Administrator. Taylorsville was incorporated in 1996 as a Mayor – Council form of municipal government, where the City Administrator works under the broad policy guidance and direction of the Mayor, and as a resource to the five member City Council. The City's population is approximately 60,000, and the current total budget is \$36 million (all funds).

City Administrator Position: The City Administrator serves as the City's chief administrative officer and under the direction of the Mayor, manages the day-to-day operations and internal affairs of the City; carries out policies and programs established by the Council; deals with the citizens of Taylorsville; manages the Council agenda; interacts with the Council to discuss and recommend action on issues, policies and political developments; with the Mayor prepares and oversees the administration of the City's budget; attends all meetings of the Council and takes part in its discussions and deliberations.

The ideal candidate must have strong leadership, consensus building, interpersonal and financial skills, and proven effectiveness in working with administrative staff, elected officials and citizens. A master's degree in public administration, business management, finance, is required, together with at least ten years of progressively responsible municipal experience, five of which must have been in a supervisory capacity, or an equivalent combination of education and experience. Candidates must have a strong financial and accounting background and a thorough knowledge of GASB and GAAP principles, the Uniform Municipal Fiscal Procedures Act, and must be bondable.

Applications: Each applicant is required to submit electronically a completed City application form, a full resumé, references and a letter of interest to Patricia Kimbrough at [pkimbrough@taylorsvilleut.gov](mailto:pkimbrough@taylorsvilleut.gov) no later than January 6, 2014, at 2:00 p.m. (Mountain Daylight Time). No exceptions. Employment applications are available at [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov). Questions should be directed to John Inch Morgan or Patricia Kimbrough at 801-963-5400.

Selection: Initial applications will be screened by a committee, followed by interviews by the Mayor and selected panelists.

Notes: Pre-employment drug testing and a background check are required. Taylorsville City is an Equal Opportunity Employer. The City will provide reasonable accommodations for any applicant during the selection process. The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Administrator deemed to be in the City's best interest, all subject to legal requirements. Although the City anticipates hiring as the City Administrator one of the applicants responding to this announcement, there is no guarantee that any responding applicant will be hired.