The Community

Helena is situated less than 20 miles from the continental divide and was named in October 1864 during the Montana gold rush following the naming of the Montana Territory. The city's historic millionaire's mansion district remains evident in and around Helena's downtown shopping area along Last Chance Gulch, one of the most famous placer deposits in the West. In 1875, Helena became Montana's capital city, home to commerce and state, county, and local governments representing and serving state residents and several tribal nations.

In addition to thriving businesses, Helena's contemporary entities include the Archie Bray Foundation, an internationally renowned ceramics center; Broadwater Hot Springs; several performing arts venues and groups; two arts and historical museums, and well placed K-12 schools and colleges. Outdoor enthusiasts will love the Great Divide Ski Area and cross-country trails; accessible hiking and biking trails on public lands; nearby recreation and camping areas and multiple lakes and streams.

By the Numbers

- 33,120 population
- 14,668 households
- 11.8% poverty rate
- 16.82 sq city miles
- 83.8% of households have broadband internet
- 5,468' elevation of Mt Helena
- 620-acres of parks and trails
- 13 minutes average commute
- 70 miles of trails
- 7 nearby lakes
- 350 FTE city
- 109M FY 2023 Budget
- 53 sworn police officers
- 42 full-time firefighters
- 1 Private College
- 1 Community College
- 2 High Schools
- 8 Elementary Schools
Position

The City Manager implements vision and commitment to accomplish community priorities established by the City Commission. The City Manager will liaise between the City Commission, subject-matter experts including department heads, and the public. The position coordinates and supervises the overall administrative activities and operations of the City and reports to the City Commission.

The City Manager must make timely and informed decisions, lead with diversity and inclusion as primary values, demonstrate composure, and coordinate the efforts and decisions of five policymakers. The position guides the City Commission toward effective policymaking and provides counsel and recommendations based on thoughtful research and consideration of options.

- Appoint, direct, and evaluate department head attainment of administrative and operational goals and objectives.
- Prepare and deliver the City budget for review and approval by the City Commission.
- Oversee expenditures and report on financial and administrative activities.
- Provide executive management continuity through strategic and succession planning efforts.
- Represent the City in the community, at professional meetings, and with other governmental agencies.
- Oversee all improvement projects; review plans, specifications, and advertisements for bid notices and contracts.
- Lead development of vision, plans, and future goals.
The City Manager will work with stakeholders and leaders to develop a formal strategic plan that considers the following community priorities:

- Improve neighborhood livability, vitality, and diversity as Helena grows.
- Promote healthy and sustainable growth that preserves Helena’s unique history.
- Promote a community in which residents equally feel safe in their homes, neighborhoods, and in public facilities.
- Coordinate development of ideas and opportunities to address housing needs including affordable housing and homelessness.
- Ensure the City operates in an open and transparent manner by making proceedings, decisions, and documents accessible to the citizenry.
- Establish the city as an employer of choice by ensuring the City provides a competitive total rewards package and conducting a market-based pay study.
- Assess the City's long-term financial situation, budget process, and capital needs.
- Identify funding priorities and incorporate proactive and innovative financial strategies to accomplish the Commission’s goals.
- Implement best practices for financial security and capital replacement.
- Establish departmental and staff work plans which align with the strategic priorities.
- Strengthen relationships and build trust in City leadership with community members, stakeholders, business leaders, civic associations, and intergovernmental and regional partners.
- Identify new or updated policies necessary to improve operations, ensure consistency, and support and implement diversity, equity, and inclusion.
- Meet with Lewis and Clark County leadership to coordinate City/County agreements and partnerships.
- Develop an Economic and Community Development strategy that promotes a strong, vibrant, and diverse community and economy with the Commission and staff.
- Support commission-adopted plans and Growth Policy as well as implementation efforts.
- Review, update and develop neighborhood/district plans as appropriate.
Ideal Candidate

The City of Helena seeks an experienced, strategic leader to provide innovation, unity, and direction as its City Manager. The position requires a candidate that will guide effective policymaking and recommend actions based on thoughtful research and consideration of options. The successful candidate will establish and communicate a vision that motivates the organization to continue to provide service excellence to citizens.

Preparation for the position includes education and experience equivalent to a bachelor's degree in management, public or business administration, or a related field plus seven years of progressively responsible experience including government, financial management, and human resource management experience. (The Commission will consider alternative combinations of experience and education.) Preferred qualifications include a graduate degree in a related field, International City/County Management Association credentialing, economic and community development experience, and/or municipal government leadership experience. The City Commission seeks a candidate with the following characteristics:

- Ability to gain a clear understanding of the city and its values.
- An inclusive, participatory leadership style and ability to establish trust, stabilize operations, and move organizations forward.
- Ability to explain complex issues in a clear and understandable manner, and effectively represent all city departments.
- Understanding of essential services provided by municipalities, including public lands, development and recreation options.
- Knowledge of human resources including employee and labor relations, compensation, policy, performance management, and motivation.
- Skill in active listening, conducting organizational assessments, and integrating plans from multiple work units into a comprehensive and measurable strategic plan that encourages policymakers to focus on the future.
- Capacity to develop partners and stakeholders, foster diversity and inclusion, lead with empathy and compassion, and motivate teams through change.
- Experience creating succession plans and sharing authority with subordinates to ensure continuity in organizational leadership.
- Ability to provide effective budget development and to adjust for influxes of revenue, to coordinate with the chief financial officer, and to mobilize resources to facilitate leadership and resource prioritization.
- A proactive, thoughtful, and methodical approach for modernization and process improvements.
- Ability to gain a solid understanding of the city Charter and government processes.
**Compensation**

The annual salary range is $160,000 to $195,000 depending on qualifications. In addition to a competitive salary, the City of Helena offers exceptional benefits coverage including medical, prescription, dental, vision, and hearing aid benefits; life insurance; and retirement plan contributions. An additional Mutual of Omaha life insurance policy premium is paid by the City. Supplemental benefits are available through pre- or post-tax payroll deductions as well as HSA or Flex Spending Account options. Please see the comprehensive and detailed list of benefits at the following website:

https://intranet.helenamt.gov/human-resources/benefits

The Montana Public Employees Administration (MPERA) administers the Public Employees' Retirement System (PERS). The City and the employee contribute a percentage to the fund as set by State Law. The City also provides an additional 8% deferred compensation contribution and a monthly car allowance.

**Process**

The City of Helena is an equal-opportunity employer. All qualified candidates are encouraged to apply. The City prohibits discrimination on the basis of sex, age, race, color, religion, creed, national origin, physical or mental disability, marital status, political beliefs, veteran’s status, sexual orientation, gender identity or expression, or genetic information. Candidates will be subject to background and reference checks, and must be bondable.

Candidates interested in this exceptional career opportunity must submit a detailed resume, cover letter and three reference contacts to cms@mt.net. The cover letter should describe why the candidate is interested in the position and relevant background information. The resume should include employment details, the size of staff and budgets managed, and career highlights. Candidates are encouraged to submit their application materials early for review by the City Commission. Candidates claiming veteran's preference must provide a copy of their DD214 with their application materials to verify preference.

Applicant reviews will begin on January 23, 2023. The position is expected to be filled by April, 2023. Candidates are requested to include in their cover letter whether they assert their right to individual privacy. Following submission of the applications, a meeting will be scheduled for purposes of initial screening. Meetings of the Helena City Commission are generally open to the public. However, please note that meetings to screen the candidates may be closed if the Mayor determines that the demands of individual privacy clearly exceed the merits of public disclosure. Confidential inquiries are welcome and may be directed to James Kerins of Communication and Management Services, LLC, at (406) 442-4934.