

# Town of West Yellowstone

Town Council Work Session

Tuesday, March 10, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

West Yellowstone, Montana

7:00 PM

## Agenda

### Public Comment Period/Council Comments

Employee Recruitments

- Operations Manager

Discussion

**No action will be taken, the Public is invited to attend.**



# **JOB ANNOUNCEMENT TOWN OF WEST YELLOWSTONE**

**Position: Operations Manager  
March 2015**

The Town of West Yellowstone is seeking applicants for a full-time Operations Manager. Located next to Yellowstone National Park, West Yellowstone is visited by more than 3 million visitors each year. Work surrounded by one of the country's premier recreational areas managing a small town that offers a full range of municipal services.

Wage: \$69,000-\$82,000 Annual Salary (depending on qualifications) plus benefits package

For application form, detailed position description, and qualifications contact the Town of West Yellowstone, PO Box 1570, West Yellowstone, MT 59758, 406-646-7795, [info@townofwestyellowstone.com](mailto:info@townofwestyellowstone.com). Application materials are also available online at [www.townofwestyellowstone.com](http://www.townofwestyellowstone.com).

All applications must be submitted to the West Yellowstone Town Hall by 5:00 PM on **(DATE)**. Applications delivered by mail must be mailed early enough to allow for mail service delivery by the closing date. Applications will be accepted by mail, courier, or email. Applications that are incomplete or unsigned as of the closing date will not be considered in the selection process. Women, minorities and individuals with disabilities are encouraged to apply. Town is an EEO/ADA employer.

All applicants are encouraged to read the position description for other position responsibilities and essential functions. This is a full-time position. Funding for this position is contingent upon annual budgetary consideration by the Town Council.

## **Application procedure**

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application ([www.townofwestyellowstone.com](http://www.townofwestyellowstone.com))
3. A current resume.

Submit to:

Town of West Yellowstone  
440 Yellowstone Avenue  
PO Box 1570  
West Yellowstone MT 59758  
(406) 646-7795

**TOWN OF WEST YELLOWSTONE  
SEPTEMBER 2011**

**POSITION:** Operations Manager

**DEPARTMENT:** Operations

**ACCOUNTABLE TO:** Council

**STATUS:** Exempt, regular full time

**PRIMARY OBJECTIVES:** Under administrative direction, coordinates and manages the day to day operations of the Town. Directs, administers and coordinates the activities of various town offices, departments and boards in implementing the requirements of town ordinances and the policies adopted by the Town Council.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position directs, administers and coordinates the activities of various town offices, departments and boards in implementing the requirements of town ordinances and the policies adopted by the Town Council.

**Personal Contacts:** Frequent contact with department heads, town staff, public agency staff and citizens.

**Supervision Received:** Administrative direction from the Town Council.

**Supervision Exercised:** Department heads

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of essential functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in office setting where hazards and discomforts are controllable and modifiable; work involves walking, climbing stairs, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms; position may be required to push, pull, lift and/or carry up to 50 pounds. Position may require some travel and is subject to calls outside of normal working hours; tools include standard office machines, multi-line telephones and personal computers.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Directs and controls overall operations of Town; represents Town to community, state, legislature and other governmental entities; interacts with elected officials to ensure Town operations; develops short and long term plans to meet goals and objectives; works with department heads to develop administrative and departmental goals; presents policy recommendations to Town Council; implements policies established by Town Council; recommends, assigns project and program responsibilities to department heads; effects, and monitors changes required for the operation of town departments;

Oversees preparation of Town's annual operating budget; establishes administrative objectives for budget and identifies revenue sources and budgetary constraints; evaluates budget proposals submitted by department heads; prepares preliminary budgets in conjunction with the town Finance Director and in accordance with the goals established by the Town Council; works with department heads to implement budget; prepares drafts of bids to be let by the town; works with the Finance Director to ensure a

reasonable return on investments for the town in accordance with the objectives established by the Town Council;

Monitors Town's financial condition by evaluating revenue/expenditure trends, authorizing specialized studies, and recommending changes in service levels or user fees as necessary to maintaining a sound financial condition; plans and prepares data for grants and loan funded programs; establishes and maintains intergovernmental coordination related to available funding;

Directs Town recruitment and selection process; drafts departmental job descriptions and vacancy announcements; maintains pay and classification systems; responds to employee complaints and grievances; negotiates and administers collective bargaining agreements; reviews and revises personnel policies, benefit levels and procedures; recommends appointment of department heads to Town Council; monitors and documents department head performance; attends Town Council meetings; prepares agenda for Town Council meetings; communicates Town Council action to department heads; maintains a work environment compatible with achieving the maximum potential performance of each employee; assists in the development of evaluation criteria and instruments; manages requests for use of town facilities and equipment; meets with civic and business leaders regarding concerns, priorities and services; responds to requests and complaints of the public; performs other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in public administration business management or related field and two years of relevant experience. Five years of progressively responsible public sector management experience preferred.

#### **JOB PERFORMANCE STANDARDS:**

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of the Montana Code Annotated and Town Ordinances;
- Knowledge of town, county, state and federal regulations, programs, policies and procedures;
- Knowledge of the principles and practices of public administration, including budgeting, planning, program development, evaluation, assessment and administration;
- Knowledge of employment practices and laws;
- Ability to operate computers, software, telephones and other office equipment;
- Ability to maintain current knowledge of public administration practices;
- Ability to apply and maintain current knowledge of social work practices and regulations;
- Skill in managing day-to-day operations of a municipal departments and programs;
- Skill in understanding and interpreting laws, regulations, policies, procedures, and guidelines;
- Skill in supervising and training employees;
- Skill in planning, organizing, developing and implementing public sector programs, activities and events;
- Skill in negotiating and communicating, in person and in writing;
- Skill in establishing and maintaining effective relationships with state, municipal and federal agencies, local businesses, schools, community service organizations, town employees and citizens.

# West Yellowstone

## Community Description

### April 2015

Nestled at the southwest tip of Montana in the Hebgen Basin and just 10 miles from the Idaho border, West Yellowstone is a very unique community. West Yellowstone has become the most popular gateway community to Yellowstone National Park, a mere 30 miles from the infamous Old Faithful geyser. Over 3 million visitors from all over the world visit West Yellowstone annually, primarily during the summer months. Known for its harsh winters but cool and pleasant summers at an elevation of almost 7000 feet, not everyone is cut out for life in West Yellowstone. But those of us that are love it.

#### Community Statistics

**School:** The West Yellowstone School District is a K-12 school under one roof, built in 1993. Annual enrollment is approximately 250 students. Class sizes average between 15 to 25 students. Primarily due to significant growth in the elementary grades, the school district is proposing a bond to add an additional wing to the school to provide more classrooms and common space on the 2015 ballot. The West Yellowstone Library Foundation offers a free preschool program at the public library for children of residents.

**Churches:** West Yellowstone has five active church congregations including Baptist, Catholic, Church of Christ, Community Protestant, and Church of Jesus Christ of Latter Day Saints.

**Recreation:** West Yellowstone's claim to fame is outdoor recreation. Often referred to as both the flyfishing and snowmobile capitals of the world, don't forget the world-class Nordic ski trails, endless motorized and non-motorized forest service trails, camping opportunities, nearby lakes for boating, hunting access, and incredible opportunities to observe wildlife. Two movie theaters also operate showing new releases. A private fitness center, community basketball/volleyball, quilting, knitting, and garden clubs also serve a variety of interests.

**Business Economy:** The West Yellowstone economy heavily relies on tourist-related activities. Hotels, restaurants, and tourist-oriented recreation facilities dominate. Two established and independent banks operate in town as well as the US Post Office, Fed Ex, and UPS. Most businesses are independently owned, but nationally recognizable franchises include McDonalds and Arbys as well as Best Western and Holiday Inn.

**Communications:** Cell phone coverage is currently limited to Verizon and AT&T service which provide reliable 4G service and some LTE. Residential internet is currently limited to DSL, but fiber optic service has become available to some businesses. Plans are underway by a local business to install fiber optic access throughout the town by the end of 2016.

Real Estate: As with most resort-type areas, the median price of a house in West Yellowstone is higher than most of Montana. In 2014, the median cost of a house was approximately \$250,000. (?) The Town is in the preliminary stages of purchasing 80 acres of US Forest Service land adjacent to the town for the purpose of both residential and commercial development, a process that will likely take years to complete.

Healthcare: Community Health Partners (CHP) operates a medical clinic on Town-owned property. CHP is subsidized by the Town to provide year-round medical care at least 5 days per week by a licensed physician assistant or nurse practitioner. The nearest hospital and emergency rooms are in Ennis, MT (70 miles), Rexburg, ID (90 miles), or Bozeman, MT (90 miles).

Transportation: The Yellowstone Airport is just 2 miles from West Yellowstone. Commercial flights are operated from June-September annually by SkyWest, the Delta Connection. The nearest full-service airports are Bozeman/Belgrade, MT (90 miles) or Idaho Falls, ID (110 miles).

Child Care: Two daycare centers operate in West Yellowstone, although enrollment fluctuates. During the summer months, the Town runs a “summer recreation program” for kids ages 5 to 12. Recreation programs are offered year round including dance, soccer, flag football, and basketball.