



# CITY OF STERLING, CO

INVITES YOUR  
INTEREST IN  
THE POSITION OF

# CITY MANAGER



## THE COMMUNITY

The City of Sterling (approximate population 14,777) is located in Logan County in the Northeastern corner of Colorado. Having the largest population of those communities in Colorado east of Denver, Sterling is the regional shopping hub for Northeast Colorado and Southwest Nebraska. Incorporated in 1884, Sterling depended on the Union Pacific Railroad for shipment of its agriculture products to market. The City still has Union Pacific service, as well as Burlington Northern service, for its industries and businesses. Sterling's economy continues to be based in agriculture, along with oil and gas production. It has expanded into spin-off and service industries to broaden the economic base.

Northeastern Junior College is an integral part of the Sterling community. This long standing institution adds a dynamic to the community, including culture, nationally ranked sports teams, and vocational training programs, that is not often found in a community of Sterling's size. The College is a great corporate citizen that works closely with the City, County, and area employers.

The cooperation of many "Sterlingites" has ignited the revitalization of Sterling's downtown, the abundance of natural resources has energized an economic surge for the area, and the fickleness of Mother Nature ensures a variety of seasonal weather for all sorts of activities, boasting 331 clear, sunny days per year. This hub of northeast Colorado is two hours from any traffic jam and offers local culture with a good dose of old-fashioned ingenuity in an urban setting.

## THE ORGANIZATION

The City of Sterling's government operates under a Council/Manager form of government. Council members are elected from various wards to four-year overlapping terms. The Mayor is elected at-large to a two-year term. The City Manager is appointed by Council and serves at the Council's pleasure.

The City relies upon various advisory boards for recommendations concerning City development. These boards include the

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Planning Commission, Public Works Board, Parks, Library and Recreation Board, Personnel Board, Sterling Urban Renewal Authority Board, and Sterling Housing Authority.

The City of Sterling's Council has taken a leadership role in the community's economic development efforts. This has included improving the infrastructure to allow existing businesses to expand and to assist in the attraction of future businesses. The City of Sterling has worked hard to establish a sound base on which new and existing businesses can thrive.

The City of Sterling employs 144 fulltime employees, 10 part-time employees, and up to 75 seasonal employees at one time. Operating budget is \$27,589,037 for 2014.

## THE POSITION

The City Manager is appointed by the Council and is the executive head of the municipal government. The Manager is accountable to City Council for the proper administration of all affairs of the City, exercising supervision and control over all executive and administrative departments. The Manager sees that the laws and ordinances of the City are enforced. The City Manager's duties also include preparing and administering the annual budget; making verbal and/or written reports to the Council relating to any particular matter concerning the affairs of the City; and preparing monthly reports of activities in each



department under the City Manager's jurisdiction for public inspection.

The City Manager serves as the administrative head of the Finance and Records Department, the Personnel Department, the Public Works Department, the Parks, Library, and Recreation Department, and the Fire and Police Departments.

The staff of the City Manager's department includes the City Manager, Emergency Management Coordinator, Information Technology Specialist, and Executive Secretary. Public Safety Dispatchers are also part of the City Manager's office under the Emergency Management Coordinator.

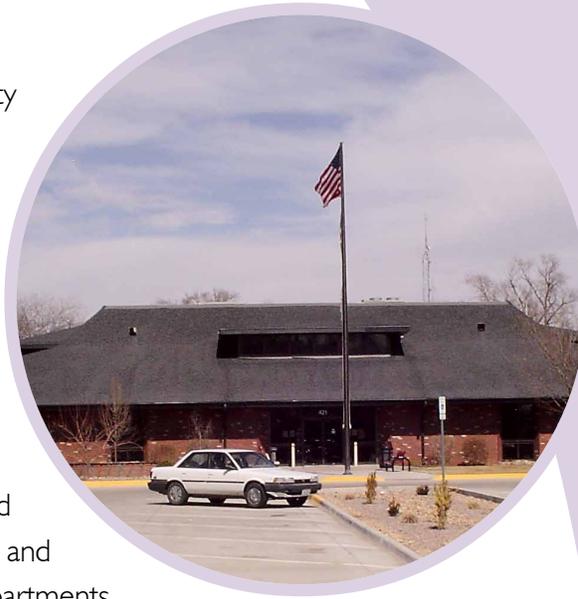
The City Manager's office works as a research and marketing arm of the City of Sterling to promote quality growth using short-term and long-term planning. The City Manager's office provides a response network to assist the City of Sterling in maintaining a high quality of life through programs and services. The City Manager's office will play the designated role assigned to it by the City of Sterling for open communication with the citizens of Sterling. The City Manager's office will maintain integrity in its approach to department innovation.

## THE IDEAL CANDIDATE

The City of Sterling is seeking a City Manager who will be the executive head of the municipal government and will be responsible to the Council for the proper administration of all affairs of the City. Sterling will value a candidate who practices an open style of management and works collaboratively with the Council, department heads, and staff to foster a positive working environment that teaches and encourages individuals to excel in their areas of professional responsibility and to be accountable for the results of their work.

The selected individual will have a strong community presence and open-door policy for the Council, staff, and general public.

The ideal candidate will be a seasoned individual who appreciates the economic and cultural diversity of the Sterling community and can hit the ground running.



A creative, positive, and visionary approach to administration will be valued.

The incoming Manager must be an effective, honest, and assertive leader and an innovative problem-solver. The ability to work cooperatively to bring about organizational change, build a strong foundation in sound policy, effectively set priorities, and focus on business growth and creating quality local jobs are essential for the new City Manager to succeed. Sterling will benefit from a leader with excellent communication skills who has the ability, confidence, and professional courage to make difficult decisions.

The ideal candidate will be an innovative and business-minded individual with a history of effective leadership and a solid background in

economic development, budget management, personnel management, and project management. Sterling desires a City Manager with a strong understanding of local government budgeting.

Candidates should be able to implement incremental and inexpensive reforms to accomplish large projects and keep the City's assets and infrastructure at a respectable level. The new City Manager must have an understanding of the techniques best utilized in managing and leading the citizens of a small, rural area.

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A typical candidate will possess a Bachelor's Degree with a Master's in Public Administration (MPA) or related field strongly preferred, together with at least five (5) years in a similar position or as an Assistant City Manager or a senior administrator with a strong record of progressively successful experience and responsibilities.

## THE COMPENSATION

The salary range for the City Manager is \$110,000-\$126,000 annually; placement within the range is dependent upon qualifications. The City also offers an attractive benefits package, including:

**Retirement** – 401(a) retirement plan funded at the rate of 7.37% of the employee's annual salary contributed biweekly after one (1) year of employment.

**Paid Time Off** – Paid time off will accrue biweekly up to a maximum of 288 hours. Accrual rate may be negotiable.

**Holidays** – The City observes 10 City Offices closures per year:

- New Year's Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Personal Day

**Insurance** – The City provides health, dental, and life insurance.

**Short-and Long Term Disability** – Available for enrollment after six (6) full months of employment.

**Automobile**

**Allowance** –

Negotiable



## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:**  
**May 30, 2014**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Sterling. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

