

City of Cody, Wyoming
City Administrator
Hiring Range: \$135,000—\$170,000



CITY OF CODY
WYOMING



Application materials are to be submitted to:

Apply@KRW-Associates.com

Deadline: **December 20, 2024** (5:00 PM Mountain)



City & Surrounding Community

The City of Cody, Wyoming (population 10,389) is the county seat of Park County, and is located in the northwest corner of the state, just 50 miles from the east entrance to Yellowstone National Park. Founded in 1896, and named after legendary Buffalo Bill Cody, the community is known as the “Rodeo Capital of the World” and showcases its rich western heritage with many events and attractions such as the *Cody Stampede and Cody Nite Rodeo*, *Old Trail Town*, and the *Buffalo Bill Center of the West*.— a world-class museum complex dedicated to the American West, and an affiliate of the Smithsonian Institution. With 175,000 annual visitors, the award winning *Center of the West* is the most popular cultural attraction in the entire Rocky Mountain Region and a major economic driver for the City of Cody. The center boasts an \$11 million operating budget with 160 employees. Cody also has many non-profit and volunteer groups that organize a variety of community events.

Known for its breathtaking scenery and quality of life, Cody is a prime location for both residents and tourists. Cody has mastered the balance of providing high-quality services to its residents, while offering a welcoming environment for the hundreds of thousands of tourists who visit the area each year.

Residents and visitors enjoy a walkable historic downtown with shops, restaurants, galleries and live music venues as well as world-class outdoor recreational opportunities such as fishing, hiking, hunting, and snowmobiling.

While Cody celebrates its rich western heritage, the community is also forward-focused, always proactively and strategically planning for the future. Residents have access to up-to-date amenities and services such as a state-of-the-art health care facility, and an outstanding public school system. Cody’s recreation center and aquatic complex, the *Paul Stock Aquatic and Recreation Center*, offers many activities, events and classes for residents of all ages.

The City & Surrounding Community (continued)

Cody is home to many beautiful parks, a trail system and many other recreational amenities. Committed to continually enhancing the quality of life for the local community and its visitors, Cody strives to accomplish its mission by partnering with community stakeholders, and with the economic development membership organization, *Forward Cody*.

The primary industries in Cody are retail businesses, hospitality, health care, and educational services. However, tourism, construction, manufacturing and oil and gas, also play a role as economic drivers.

The City of Cody is governed by a Mayor-Council form of government with a City Administrator. Municipal services include, public works, utilities (electric, water, and wastewater) sanitation, recycling, parks, recreation and law enforcement.

To learn more, go to: [Cody, WY | Official Website \(codywy.gov\)](http://Cody, WY | Official Website (codywy.gov)).



The Opportunity

This is an excellent opportunity for a City Administrator to live and work in a welcoming community and beautiful vacation destination. The wide range of responsibilities make this an attractive professional opportunity. The new City Administrator will benefit from an organization with a cohesive and highly functioning leadership team.

If you are looking for a friendly community, a great quality of life that offers both sophistication and simple living, a stable City Administrator form of government on solid financial footing and a diverse and complex set of opportunities and challenges– the City of Cody may be the opportunity for you.

The Position

The City Administrator is responsible for the day-to-day operations of the City of Cody. Under the board policy guidance of the Governing Body and within the provisions of federal and state laws, the City Administrator manages all City departments and officers to achieve goals within available resources; plans and organizes workloads and staff assignments; motivates and elevates assigned staff, reviews progress and directs changes, as necessary.

The City Administrator:

- works collaboratively with the governing body to achieve governing body goals;
- works with department leadership to optimize project planning, scheduling, delivery and expense management; and
- works with department leadership to structure performance review plans, succession planning, and employee development.

The City of Cody has +125 employees. The City Administrator directly supervises the Public Works Director, Finance Officer, Administrative Services Officer, Chief of Police, Aquatic, Facilities & Recreation Supervisor, Community Development Director, and the Project Manager, and indirectly supervises all other employees in those departments.

Additional Responsibilities Include:

- working closely with the City Attorney and Municipal Court Judge, who are appointed by the Governing Body;
- conducting weekly leadership team meetings and discussions;
- overseeing the development and administration of the City budget; including forecasting funds for needed staffing, non-capital and capital improvement projects; and
- acting as primary point of contact for questions and concerns from the public.



Communicator

Leader

Politically Astute

Community Collaborator

Financial Acumen

Results Oriented

Problem Solver

Strategic Thinker

Forward Focused

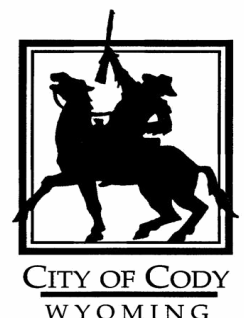
Adaptable

Talent Manager

Relationship Builder

The Municipal Government

The total annual budget for FY-24-25 is \$46.3 million. The City of Cody provides the majority of city utilities including electricity, treated & raw water systems, the wastewater plant, the sanitation and recycling center, bulk item removal, and storm drainage.





The Ideal Candidate

- Transparent with excellent verbal and written communications skills.
- Experienced and has the ability to manage multiple projects and personnel simultaneously.
- Pro-active in the dissemination of information.
- Energetic, experienced and creative.
- A City Administrator who is a proven leader and can develop a productive working relationship between the governing body, the community and staff, and who actively listens and follows through.
- Outgoing personality who enjoys engaging with the community and is comfortable establishing relationships and a network of community contacts. Can promote a collaborative spirit throughout the organization, and who can build trusting relationships with governing body, staff and the community.
- Experienced working with the governing body in developing/updating strategic goals and objectives, setting policy direction and keeping the governing body and staff informed.
- Resourceful and strategic- capable of helping to position the City for thoughtful growth and economic development opportunities.
- Business friendly with relevant economic development experience. Understands the processes and economics associated with growth and how to encourage, manage and leverage growth to benefit the community, including but not limited to budgetary leadership, to accomplish the City and Council Vision.
- The employee shall reside within the city limits of Cody, or within five miles of the city limits, unless employee receives authorization from the governing body.

Opportunities & Challenges

The new City Administrator has the opportunity to:

- Work collaboratively with +125 motivated employees to maintain and enhance a thriving and vibrant community.
- Work in a community experiencing sustained residential, and steady commercial development.
- Work with City personnel, community members and other stakeholders to balance the benefits and challenges of growth, while maintaining local character.
- Work on implementing components of the Cody Active Transportation Plan.
- Work on revising and/or strengthening the ordinances relating to the downtown architectural design.
- Work on the mission/vision of the City and foster a newly elected council.



Qualifications

A bachelor's degree (a master's degree preferred) from an accredited college or university in public or business administration or related field and at least 7 to 10 years of progressively responsible experience in municipal government, including five (5) years of senior management responsibility. Proven success in personnel management and project planning and implementation. Or a combination of experience, training, or education that demonstrates the knowledge, skills and abilities to do the job.

The preferred candidate will have strong business acumen to lead and execute city operations with experience in successfully managing annual expense budgets while building morale and motivating employees and staff to achieve their best performance.



Compensation & Benefits

The position has a competitive salary and an excellent benefit package.

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Summary of Benefits:

- **Insurance**— Health Insurance
- **Retirement Plan**— Wyoming Retirement Pension Plan
- **Vacation Accrual**— Negotiated and Flexible Benefit
- **Sick Leave Accrual**— 8 hours per month
- **Holiday Pay**— 10 paid holidays, plus one personal day
- **Moving/Relocation**— Stipend paid for moving expenses
- Discounted Rate for the Recreation Center Membership
- **Other**-Negotiated vehicle allowance, city cell phone or allowance



Apply Online

[Open Positions](#) | [KRW Associates \(krw-associates.com\)](#)

Click on the *Position Information* then *Apply Here* at the bottom of the posting.

Or By Email

Send cover letter, resume and contact info. for 6 professional references to:

apply@krw-associates.com

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Questions?

Questions should be directed to: info@krw-associates.com or by phone to:

KRW Managing Partner, Lorne Kramer- 719-310-8960,

KRW Senior Associate, Mark Collins, 307-460-1941, or

KRW Senior Associate, Gina McGrail -303-249-9572.

The City of Cody is an equal opportunity employer.