



TOWN OF STAR VALLEY RANCH, WYOMING Town Administrator Candidate Profile

THE COMMUNITY

The Town of Star Valley Ranch is a rural, residential community located in far western Wyoming. Located along the east side of the picturesque Star Valley, the town sits at the base of the Salt River Range of mountains and provides a multitude of seasonal and year around recreational opportunities including hunting, fishing, hiking, cycling, snow sports, and boating just to name a few. Jackson Hole and Grand Teton National Park are about an hour's drive north, and Yellowstone National Park about an hour beyond. The Bridger Teton and Caribou National Forests border the valley while Palisades Reservoir, and the Salt, Greys and Snake Rivers provide many recreational opportunities.



Looking west, a view of the Town of Star Valley Ranch from the Valley View Trail overlook.

Residents enjoy a high quality of life in the rural environment. The community is safe and quiet while residents are afforded local and regional services and amenities often associated with larger communities. Star Valley Ranch has excellent grocery, banking, medical, dining, entertainment, and other services in the nearby towns of Thayne, Alpine and Afton. Most major airlines serve airports in the regional cities of Jackson Hole, Idaho Falls and Salt Lake City.

The summers and winters bring many tourists to the area. There are several local golf courses, pickle ball, tennis, swimming, hiking, snowmobiling and skiing. Summer weather is

generally warm but seldom hot. Winters can be cold and snowy with roughly 200 inches of annual snowfall. Regardless of the conditions, weather is generally considered an opportunity to have fun rather than a deterrent to activities.



Cross Country Skiing is a popular winter activity.



Summer and winter hiking opportunities abound in the adjacent Bridger-Teton National Forest and on the network of locally maintained trails.

With a population of about 2,200 full time and seasonal residents, the town and the greater Star Valley area are experiencing rapid growth. Housing prices are increasing, and the rural nature of the area's infrastructure faces challenges from growth and development. The valley's school system is well funded and excellent. The town is mostly residential, however there is zoned commercial land for a business district. Sales taxes are collected statewide and countywide and allocated to all cities and towns.

The Town of Star Valley Ranch offers candidates a high quality of life, attractive services and amenities for families, and a wide variety of professional challenges and opportunities for growth in a friendly and collegial environment. To learn more about the community and the area please visit the following websites:

www.starvalleyranchwy.org

www.lincolncountywy.gov

THE ORGANIZATION

The town operates on a Mayor/Council form of government with the five non-partisan members elected at-large. A town administrator is provided for by ordinance though the current position has been vacant since the pandemic. The administrator is appointed by, and serves at the pleasure of, the mayor and council. The increasing workload of the mayor and council and improving revenue sources have provided the need and opportunity to bring professional management services back to the town.

The council is goal-oriented and collegial though they disagree on various issues from time to time. The mayor is on her third term, but some council members are new to elected office.

The council and community struggle with the town's evolving identity and maintaining a rural lifestyle amid the pressures of growth and development.

The town operates on a fiscal year beginning July 1st. The town has a current year General Fund budget of about \$2.6 million and a Water Fund budget of about \$1.7 million. The council has very conservative budget policies and thus has developed adequate reserves originating largely from budget surpluses. The new administrator will not have a role in developing the FY 24-25 budget.

With a staff of 13, the town currently provides administrative, water, streets, permitting, and code enforcement services. Other municipal services are contracted. Lincoln County provides law enforcement while special districts provide fire and EMS services. Town buildings and dwellings are entirely on septic systems.

THE POSITION

Since the town has been without a general manager (administrator) for four years, the initial workload may be intense. New systems may need to be implemented and monitored, policies and procedures need to be improved, staff positions need to be



Star Valley Ranch Town Hall.

evaluated, financial reports should be reviewed and made clear for the public and personnel guidelines may need improvement.



Organizational challenges for the new administrator include, but are not limited to staff development and supervision, improving council protocols and managing council goals, enhanced community outreach, and documenting policies and procedures.

The new town administrator will be responsible for ensuring the development and implementation of the council's goals, while providing for the day-to-day sound and effective management of the town's operations, its staff, and volunteers. The administrator will also implement and monitor work plans, negotiate and manage contracts, communicate, and engage with the community, and appropriately allocate available resources.

Lastly, the new administrator will be asked to partner with Lincoln County, other municipalities, regional entities, and various state departments.

THE IDEAL CANDIDATE

Being mostly residential, the town is an unusual community in an unusual environment. The town faces unique challenges requiring unique management skills. The town is seeking an experienced leader who will support and mentor the entire municipal team in the ongoing pursuit of excellence-focused public service delivery and high professional standards focused on integrity and transparency. In so doing, the new administrator must be dependable, decisive, and ethical.

The new administrator must have the ability, through excellent verbal and written communication skills, to inform, facilitate and help bring people and their interests together. The ideal candidate should be comfortable working in a small organization, and not afraid to work outside the office in a hands-on environment. Experience in the operation of a water utility and facilities is a must, while experience in other public works functions

such as street maintenance, snow removal, and capital project management is also critical. Human resource management, grant writing skills, and finance are also desirable.

Key near-term projects for the new administrator include but are not limited to:

- 1) On-going capital improvements in water facilities and delivery.
- 2) Street improvements and contract management.
- 3) Development of a comprehensive program for staff development, training, public relations, and team building.
- 4) Improve financial oversight and reporting.

The ideal candidate is someone willing to settle into the community (residency is highly desirable though not required) and set high standards for dedicated customer service with an open-door policy to all residents. The administrator will be a seasoned professional who maintains a poised and calm demeanor under pressure, and proactively engages in a collegial fashion with the mayor, council, staff, other governmental officials, the media, and the community at-large. A strong work ethic, cheerful disposition and an appreciation for small town life are important traits for professional and personal success in this position.

EXPERIENCE AND PROFICIENCY GUIDELINES

A combination of experience, education and training is necessary to meet the demands and requirements of the position including:

Experience—A minimum of five years progressively responsible public sector experience in an administrative, managerial or staff capacity in an organization having responsibility for the planning, organization, implementation and supervision of varied work programs and projects. Private sector candidates with a strong record of success and executive level accomplishments are also encouraged to apply.

Education—A bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, public works disciplines, or other closely related field is required. Postgraduate degrees with similar coursework are highly desirable.

License and Certificates—Possession of, or ability to obtain a Wyoming Driver’s License required. ICMA Credentialed Manager Certificate, and/or professional certifications in water operations, financial management, HR administration are highly desirable.

Proficiencies—Ability to effectively communicate orally and in writing is critical. Experience working with homeowners’ associations helpful and desirable. Confidence in the ability to work in difficult circumstances including foul weather, difficult terrain, long distances, and lack of immediate support.

The council may substitute various requirements on a case-by-case basis to identify their top candidate(s).

COMPENSATION

The hiring range for this position is between \$100,000 and \$140,000 based on qualifications and experience. Hiring is expected to be in the mid-range depending on qualifications. The town offers a generous benefit package including family-based health insurance and defined benefit state retirement contribution (town pays both sides). Standard holiday and vacation leave are in place. Reimbursement for relocation expenses and other informal compensation are negotiable with the council. There is no state income tax in Wyoming.

The town currently works on a 4-10 schedule, Monday through Thursday 8:00 AM to 6:00 PM.

THE RECRUITMENT PROCESS

To apply for this unique and challenging opportunity please mail or email a town application, your resume with five professional references and cover letter to:

Kathleen Buyers, Mayor (jobs@starvalleyranchwy.org)

Town of Star Valley Ranch

171 Vista Drive #7007

Star Valley Ranch, WY 83127

For questions or additional information please contact Mayor Kathleen Buyers at mayor@starvalleyranchwy.org

Please note this hiring process is not confidential though references will not be contacted until mutual interest has been established as a finalist.

NOTE—The Town of Star Valley Ranch values diversity in the workplace. The town is an equal opportunity employer and committed to compliance with all applicable laws and regulations providing equal opportunity employment opportunities.



SEARCH SCHEDULE

The following schedule is in place thus candidates should plan accordingly. Late submittals may be disqualified.

Application Deadline: Monday April 22, 2024, at 6:00 PM.

Preliminary Screening of Applicants (Mayor and Council): Week of April 22, 2024.

Supplemental Written Questionnaire sent to semi-finalists electronically on Monday May 6, 2024, to be returned to the town no later than Monday May 13, 2024, at 6:00 PM (Review by Council and others as appropriate).

First Interview Process (remote interviews for semi-finalists via conference call or electronic platform) week of May 20, 2024 (Mayor and Council).

Notification to Finalists on May 28, 2024 (Mayor).

Second Interview Process (in person) for finalists on or about May 10-12, 2024.

Candidates should anticipate:

- 1) extensive in-person interviews with the mayor and council, town staff, and a committee from the community
- 2) various tours of the area

3) a reception to include community members

Reference and Background Check upon identification of top candidate(s): week of June 17.

Successful Candidate Notified and Offer Extended June 24, 2024 (Mayor).

Anticipated Start Date 30-45 days after hiring.