



CITY OF RED LODGE, MONTANA

City Administrator Job Description

Position Title:	City Administrator	FLSA Status:	Exempt
Department:	Administration	Status:	Full-Time
Reports To:	Mayor	Supervises:	Department heads as delegated by the Mayor
Appointed By:	Mayor, with the consent of the City Council	Date Adopted:	

POSITION SUMMARY

The City Administrator serves as the City's senior professional administrator, working under the direction of the Mayor, who is the City's chief administrative officer. Appointed by the Mayor with the consent of the City Council, the Administrator supports the Mayor in overseeing day-to-day operations, coordinating the work of City departments, and advancing the priorities established by the Mayor and City Council.

The City Administrator provides leadership across the organization, with responsibility for cross-department coordination, project management, planning and community development, economic development, public engagement, strategic communication, fiscal management, and personnel administration for all city employees. The Administrator advises the Mayor, City Council, and department heads on administrative, operational, and financial matters; evaluates alternatives; and provides clear, professional recommendations.

Red Lodge is a historic mountain community with a year-round population and significant seasonal activity associated with outdoor recreation, tourism, and community events. Within this highly visible small-city environment, the City Administrator must be accessible to the community, responsive to elected officials, and comfortable both directing the work of others and carrying out assignments directly. The position requires sound judgment, initiative, political awareness, and the ability to coordinate complex priorities while maintaining professional impartiality.

SUPERVISORY RESPONSIBILITIES

The City Administrator supervises department heads under authority delegated by the Mayor. Responsibilities may include establishing priorities, assigning and reviewing work, conducting performance evaluations, supporting employee coaching and development, and administering corrective action in accordance with City personnel policies. The Administrator advises the Mayor regarding organizational structure, staffing and skill needs, employee appointments, discipline, and removal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative and are not intended to include every responsibility assigned to the position. The City Administrator performs other related duties and responsibilities as directed by the Mayor.

Leadership and Organizational Management

- Supports the Mayor in overseeing the day-to-day operations of the City.
- Provides leadership and direction to department heads and establishes clear expectations and performance standards.
- Advises the Mayor on organizational structure, staffing levels, service delivery methods, and operational improvements.
- Fosters a professional, respectful, and service-oriented work environment.
- Keeps the Mayor fully informed of the status of City operations, projects, and emerging issues.
- Attends City Council meetings and provides administrative support, information, and professional recommendations.

Project Management and Cross-Department Coordination

- Serves as project manager and cross-department coordinator for City initiatives, capital projects, and Council priorities.
- Develops project scopes, schedules, budgets, and assignments; monitors progress; and reports project status to the Mayor and City Council.
- Coordinates the work of City departments to reduce duplication, address service and communication gaps, and promote consistent service delivery.
- Manages consultants, contractors, and professional service agreements, including scope negotiation, compliance monitoring, and performance review.
- Carries assigned projects through to completion and maintains accountability for delegated tasks.

Planning and Community Development

- Oversees and coordinates the City's planning and community development functions, including land use administration, development and subdivision review, and code enforcement.
- Coordinates with the Planning Board, consultants, and state and federal regulatory agencies.
- Supports the development, maintenance, and implementation of the City's growth policy, capital improvement plan, and other long-range plans.
- Advises the Mayor and City Council on growth, housing, infrastructure capacity, tourism impacts, and historic preservation.
- Oversees the administration and enforcement of adopted City codes and ordinances and coordinates compliance activities with staff, consultants, and legal counsel, as appropriate.

Economic Development

- Works with the Mayor, City Council, and community partners to identify and pursue opportunities that strengthen the local economy.
- Coordinates with business organizations, the Chamber of Commerce, tourism and recreation partners, Carbon County, and regional economic development organizations.
- Supports business retention, expansion, and recruitment consistent with adopted City plans and community character.
- Identifies and pursues grant and other outside funding opportunities; prepares grant applications; and administers resulting programs, monitoring, and reporting.

Community Outreach and Public Engagement

- Serves as a visible, accessible, and approachable representative of the City to residents, businesses, visitors, and community organizations.
- Develops and carries out proactive public outreach on City projects, services, and initiatives and creates meaningful opportunities for public input before decisions are made.
- Responds to citizen inquiries and complaints; resolves issues directly or refers them to the appropriate department and follows through to resolution.
- Supports City boards, commissions, and advisory committees.
- Represents the City in meetings with Carbon County, state agencies, regional organizations, nonprofit partners, and other governmental entities.
- Attends meetings, events, and community functions, including those held during evening and weekend hours, as required.

Strategic Communication

- Communicates City plans, policies, procedures, and decisions clearly and consistently to the City Council, staff, and the public.
- Prepares written correspondence, staff reports, analyses, and recommendations that are accurate, complete, and understandable to a general audience.
- Delivers presentations to the City Council, boards, commissions, civic groups, and the public.
- Responds to media inquiries as directed by the Mayor.
- Establishes and maintains consistent internal communication across departments and staff.

Fiscal Management and Budget

- Works with the Mayor and City finance staff to prepare the annual operating and capital budgets.
- Administers the adopted budget; monitors revenues and expenditures; recommends adjustments; and ensures expenditures remain within appropriations.
- Prepares and presents financial and administrative reports that keep the Mayor and City Council informed of the City's financial condition, projected needs, fiscal risks, and long-term sustainability.

- Oversees purchasing and procurement practices, contract administration, and compliance with audit and financial reporting requirements under Montana law.
- Evaluates and advises on the fiscal impact of proposed policies, projects, and initiatives before consideration by the Mayor and City Council.
- Administers special revenue funds, grants, and amenity- and tourism-related funding sources.

Policy, Ordinance, and Compliance Administration

- Provides research, analysis, and professional recommendations to support the development of sound public policy for consideration by the Mayor and City Council.
- Drafts resolutions, ordinances, and policy documents for review and consideration by the Mayor and City Council.
- Ensures City ordinances and resolutions are administered and that the terms of franchises, leases, contracts, permits, and privileges granted by the City are observed.
- Monitors state and federal legislation and regulatory changes and recommends corresponding updates to City code, policies, and procedures.
- Researches and applies the Montana Code Annotated and related regulations.

Personnel and Human Resources

- Oversees the City's human resources functions, including recruitment and selection, personnel policy administration, performance management, employee development, and compliance with applicable employment laws.
- Identify gaps in required professional skills and make recommendations on how to best address unmet needs within budget constraints.
- Participates in labor relations and collective bargaining, including preparation, negotiation, and contract administration.
- Maintains confidentiality regarding personnel, labor relations, legal, and other sensitive matters.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Municipal administration, organizational management, budgeting, finance, purchasing, auditing, and financial reporting.
- Montana municipal law and government practices, including public records, open meetings, and applicable provisions of the Montana Code Annotated.
- Land use planning, development review, growth policy administration, code enforcement, and economic development.
- Grant identification, application, administration, and reporting.
- Public works, utilities, parks and recreation, and community development operations.
- Personnel administration, employment law, labor relations, and collective bargaining.

- Project management principles and practices.

Ability to:

- Provide leadership and direction to department heads and staff and coordinate their work toward common objectives.
- Manage multiple projects and priorities simultaneously and carry them through to completion.
- Communicate clearly and persuasively in writing and in person, including before the City Council, boards, community groups, and the public.
- Build relationships and develop consensus among residents, businesses, elected officials, staff, and outside agencies.
- Conduct effective public outreach and remain visible and accessible in a small, high-visibility community.
- Analyze complex problems, research alternatives, project the consequences of proposed actions, and make sound recommendations.
- Assist the Mayor in preparing and administering a municipal budget and evaluate the fiscal impact of proposed actions.
- Draft ordinances, resolutions, policies, staff reports, and correspondence.
- Exercise independent judgment, initiative, and discretion within the direction established by the Mayor.
- Work effectively within the prevailing political and social environment while maintaining professional impartiality.
- Establish and maintain effective working relationships with elected officials, employees, other agencies, and the public.
- Maintain confidentiality and demonstrate consistent integrity and ethical conduct.
- Work effectively within a small-city organization, both directing the work of others and carrying out assignments directly.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, planning, or a related field.
- Five (5) years of progressively responsible municipal government experience. Prior municipal government experience is required.
- Demonstrated experience across several of the following areas: community development or planning; municipal finance and budgeting; public works; grant development and administration; project management; human resources and staff management; collective bargaining; economic development; or parks and recreation.
- Demonstrated supervisory experience, including performance management and staff development.
- Valid driver's license.



An equivalent combination of education and additional municipal government experience that provides the required knowledge, skills, and abilities may be considered.

PREFERRED QUALIFICATIONS

- Master's degree in public administration, planning, or a related field.
- Experience in a Montana municipality or demonstrated working knowledge of Montana municipal law and practice.
- Experience in a small, amenity-based, resort, or tourism-influenced community.
- Experience working within a mayor-council form of government.
- Background in community development or city planning.
- Experience with Montana grant programs and intergovernmental coordination.

WORK ENVIRONMENT AND SCHEDULE

The position primarily works in an office and public-meeting environment and requires regular interaction with elected officials, employees, community members, businesses, partner agencies, and the media. Attendance at evening meetings and occasional weekend community events is required. The position also requires local travel to City facilities, project sites, and meetings.