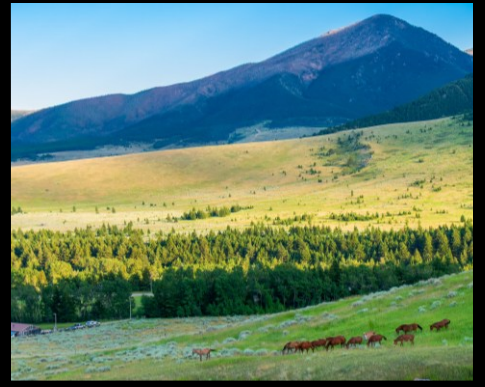




CITY OF
red lodge
M O N T A N A

CITY ADMINISTRATOR

\$105,000 - \$125,000

Apply by
November 1, 2026
(First Review, Open Until Filled.)

PROTHMAN



THE COMMUNITY



Set along Rock Creek at the foot of Montana's Beartooth Mountains, Red Lodge is a distinctive mountain community where a vibrant year-round hometown meets one of the state's most recognizable recreation

destinations. The county seat of Carbon County and home to approximately 2,800 residents, Red Lodge also welcomes seasonal residents and visitors drawn by outdoor recreation, special events, and a strong tourism economy, creating the activity, opportunities, and service demands of a much larger community.

Approximately 60 miles southwest of Billings, Montana's largest city, Red Lodge offers convenient access to major commercial services and Billings Logan International Airport while maintaining the character and pace of a smaller community. Cody, Wyoming is also roughly an hour away, and just southwest of town, the spectacular Beartooth Highway climbs through alpine country toward the northeast entrance of Yellowstone National Park. Reaching nearly 11,000 feet, the route passes through some of the most dramatic high-country scenery in the northern Rocky Mountains.

With the Beartooths at its doorstep, outdoor recreation is naturally woven into daily life. Red Lodge Mountain offers downhill skiing minutes from town, while the Red Lodge Nordic Center, an extensive network of local and regional trails, and nearby national forest and wilderness lands provide opportunities for cross-country skiing, hiking, mountain biking, fishing, camping, wildlife viewing, and more. The City and its community partners also continue to expand local trail connections, supporting recreation and alternative transportation while improving connections among neighborhoods, schools, parks, and downtown.

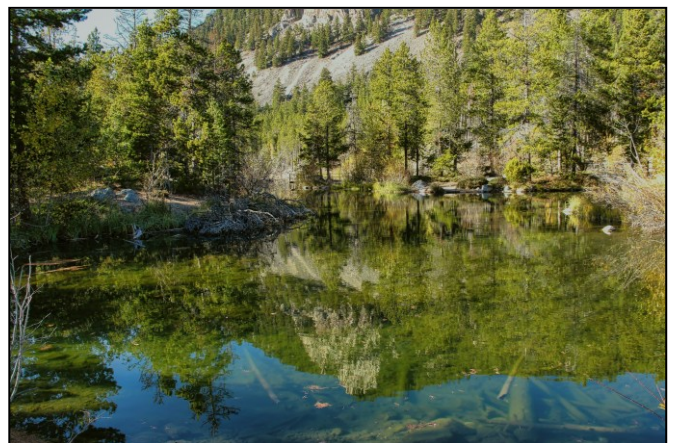
Red Lodge's appeal extends well beyond its natural surroundings. The community grew from its late-19th-century coal-mining roots into a place with a rich architectural and cultural heritage, much of which remains visible today. Its compact downtown is lined with historic brick and stone buildings and a mix of locally owned shops, restaurants, galleries, lodging, and entertainment.



More than 20 buildings are featured as part of the community's historic walking experience, and preserving Red Lodge's historic character continues to play an important role in the City's long-range planning.

A strong network of local organizations, volunteers, businesses, nonprofits, and civic groups contributes to an active calendar of arts, recreation, cultural activities, festivals, rodeos, races, and community events throughout the year. Together, these amenities give Red Lodge the accessibility and connection of a small town while keeping residents within easy reach of the services of the Billings region and the exceptional recreational opportunities of south-central Montana.

Red Lodge is highly engaged in balancing the needs of year-round residents with tourism, development, housing, historic preservation, infrastructure, and economic vitality, all while working to retain the qualities and sense of place that make the community distinctive.



THE CITY

The City of Red Lodge operates with a six-member City Council, with two Council Members elected from each of three wards. The Mayor serves as the City's chief administrative officer and is responsible for the administration of City operations. Red Lodge is now taking an important step in the evolution of its organization with the creation of its first City Administrator position. Appointed by the Mayor with the consent of the City Council, the City Administrator will serve as the City's senior professional administrator.

City operates with a 2025/2026 budget of approximately \$26.7 million, which includes approximately \$2.38 million in the General Fund. Red Lodge's financial structure also includes utility operations, grants, capital funds, tax increment financing, and revenues associated with its status as a Montana resort community. The City provides a broad range of municipal services through administration, community development, public works, police, library, court, and related operations. Public Works responsibilities encompass water, wastewater, streets, stormwater, parks and recreation, cemetery, recycling, facilities, and other essential services. The City also works closely with appointed boards and commissions, Carbon County, state and federal agencies, businesses, nonprofits, and community partners.

The City has recently completed significant long-range planning work, including a new Growth Policy, Downtown Master Plan, and Capital Improvements Plan. These efforts have provided important direction for future land use, infrastructure, housing, downtown vitality, community investment, and preservation of the qualities that make Red Lodge distinctive.



THE POSITION

The City Administrator will be the first person to serve in this newly created position, providing a unique opportunity to help establish the role and shape how professional administration supports the Mayor, City Council, employees, and community. Working under the direction of the Mayor, the City Administrator will help oversee day-to-day operations, coordinate the work of City departments, and advance priorities defined by the Mayor and City Council. The position provides leadership across the organization, with responsibilities spanning cross-department coordination, project management, planning and community development, economic development, public engagement, fiscal management, and personnel administration.



As a visible and hands-on leadership role, the City Administrator will work closely with department heads, manage and coordinate significant projects, provide professional analysis and recommendations to elected officials, support implementation of the City's long-range plans, and help strengthen communication and accountability throughout the organization.

For an experienced municipal professional, Red Lodge offers a rare opportunity to help build a position from the ground up while addressing meaningful community priorities. The successful candidate will join an engaged mountain community with significant infrastructure investment, recently completed long-range plans, active development and economic interests, and residents who care deeply about the future of their city. This position will have the opportunity to establish lasting organizational systems and relationships while seeing the direct results of their work in the community they serve.

To view the full job description, please see the attachment provided [here](#).

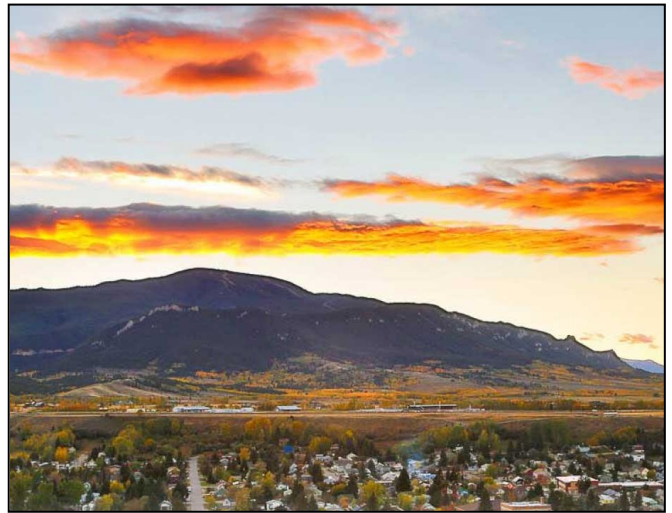
OPPORTUNITIES AND CHALLENGES

Establish the City's First Administrator Role

As Red Lodge's first City Administrator, the successful candidate will have an opportunity to help define the position and determine how it best supports the Mayor, City Council, department heads, employees, and community. Early priorities will include building relationships, understanding existing practices and organizational needs, clarifying roles and responsibilities, and developing effective systems for communication, coordination, accountability, and follow-through.

Organizational Coordination/Project Delivery

The Administrator will help bring departments and initiatives together around shared priorities while strengthening the City's capacity to manage multiple projects simultaneously. This includes coordinating cross-department work, building scopes, schedules, budgets, and responsibilities, managing consultants and professional services, monitoring progress, and ensuring that important projects and Council priorities move from discussion through completion.



Long-Range Plans and Growth

Red Lodge has recently completed significant planning work that provides direction for the community's future. The Administrator will help translate these plans into priorities, projects, budgets, policies, and measurable progress while working with elected and appointed officials, staff, property owners, developers, businesses, and residents on issues involving growth, housing, infrastructure capacity, downtown vitality, historic preservation, and economic development.

Steward City Resources and Infrastructure

The Administrator will work closely with the Mayor, finance staff, department heads, consultants, and funding partners to support sound financial management and the delivery of significant infrastructure and capital investments. Responsibilities will include helping prepare and administer the budget, evaluating the fiscal implications of projects and policies, coordinating grants and outside funding, and ensuring elected officials have clear information about current needs, financial risks, and long-term sustainability.

Build Trust Through Communication and Engagement:

Red Lodge is an engaged community where residents, businesses, elected officials, employees, and community organizations take an active interest in City government. The Administrator will be expected to be visible, approachable, and responsive; communicate complex issues clearly; create meaningful opportunities for public input; and build productive relationships throughout the community and with Carbon County, state and federal agencies, regional organizations, and other partners.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college or university in Public Administration, Business Administration, Planning, or a closely related field, five (5) years of progressively responsible municipal government experience, and prior municipal government experience is required. Demonstrated supervisory experience, including employee performance management and staff development, is also required. An equivalent combination of education and additional municipal government experience that provides the required knowledge, skills, and abilities may be considered.

Candidates should possess demonstrated experience across several areas relevant to the position, which may include but are not limited to community development or planning, municipal finance and budgeting, public works, grant development and administration, project management, human resources, collective bargaining, economic development, and parks and recreation.

The ideal candidate will possess a master's degree in a related field and have experience working in a small, tourism- or recreation-influenced community, within a mayor-council governmental structure. Experience with community development, municipal planning, grant programs, and intergovernmental coordination is also preferred.

COMPENSATION & BENEFITS

- **\$105,000 - \$125,000 DOQ**
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Sick Leave
- Vacation
- Paid Holidays



**To learn more about the
City of Red Lodge and the
local community, please visit:**

www.cityofredlodge.net

www.redlodge.com

The City of Red Lodge is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 1, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Red Lodge, MT – City Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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