**Are you passionate about rural communities and working in local government? Live in Montana and work for The City of Deer Lodge!**

**The City of Deer Lodge is collaborating with Westaff in their search for a Chief Administrative Officer in beautiful Deer Lodge, Montana.**

**To Apply: Please email resume and letter of interest to**[**emma@westaffmt.com**](mailto:emma@westaffmt.com)**. This position will remain open until filled. Preference will be given to applications submitted by January 8th.**

**Salary:** $55,000-$60,000/year DOE

**Position Summary:**The role of the CAO requires excellent communication skills, program planning, implementation, evaluation skills, and leadership skills in a team management environment.  Duties performed within this classification must be accomplished within the framework of governing state, and the general policies and procedures established by the City Council.

**Education and Experience:**

* Bachelor's degree in Business, Public Administration, Government, Political Science, Urban Planning, or related field
* Master's degree in related field desired, but not required
* Three years' experience in municipal government

**Qualifications:**

* Knowledge of municipal finance, economic development, and grant writing
* Knowledge of municipal government organizations
* Experience in supervising and managing local governmental services preferred

**Responsibilities of Chief Administrative Officer:**

* Coordinates the day to day operations of the various city offices, departments, commission and boards in carrying out requirements of city ordinances and the polices of the City Council
* Acts as the City's planner, recommending comprehensive plan updates for text and map amendments.
* Assists the Mayor in the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
* Prepares the annual budget for all departments and administers it after adoption
* Acts as personnel officer for the city under the direction of the Mayor
* Supervises all expenditures by all city offices, commissions, and all departments and boards
* Monitors the City's financial condition by regularly evaluating revenue/expenditure trends recommending changes as necessary
* Develops and facilitates the economic development program and the growth policy of the City
* Identifies outside sources of funding, and actively pursues grant writing for funds for all departments
* Facilitates outreach to the community to provide citizen awareness of City goals and operations by maintaining close contact with citizens
* Administers the City's risk management and training program
* Maintain Policy Manuals, Employee Personnel Handbook, and Employee Safety Manual
* Coordinates the maintenance and improvement of the City's information technology systems
* Additional tasks as assigned

**Do not miss this opportunity to start your new career in beautiful Deer Lodge, Montana**

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