



Local Administrative Advisor Program Director

The Utah League of Cities and Towns is seeking an independent contractor to oversee the Local Administrative Advisor (LAA) Program. The LAA Program provides administrative support to over 140 qualifying local governments in Utah with little to no administrative staff. The program elevates the capabilities of qualifying local governments and fosters efficient and effective local governments. Assistance is available statewide with resources and staff based centrally at ULCT and regionally at the Associations of Governments (AOGs). The program's focus is to build administrative capacity for small cities, towns, and counties. The successful candidate will work in a collaborative environment to provide project management, oversight, and analysis of a unique and specialized nature in a variety of city programs.

Utah League of Cities and Towns (ULCT), first organized in 1907, serves incorporated communities throughout Utah. ULCT represents municipal government interests with a strong, unified voice at the state and federal levels. ULCT provides information, training and technical assistance to local officials on municipal issues and works to create a greater public awareness and understanding of municipal responsibilities, governance, and administration. ULCT is a non-partisan, inter-local government cooperative.

Functions, Duties, and Expectations (including, but not limited to)

- Oversee the Local Administrative Advisor Program and assist Local Administrative Advisors (LAAs) at the AOGs in completing the job functions as described.
- Create an educational curriculum for LAAs and LAA-eligible communities to build capacity and professionalize municipal operations.
- Answer questions and provide guidance to LAAs as they work with their communities within their AOGs.
- Create content for the LAA Program to assist communities with their essential functions.
- Oversee the reporting to the Governor's Office of Planning and Budget (GOPB) on LAA accomplishments.
- Advise qualifying local officials and LAAs on issues including personnel matters, relationships with other public entities, possible pending legislation, budget, agendas, resolutions and ordinances, and policies and procedures.
- Facilitate discussions with city leaders as directed to help with creating a vision, goals, objectives, and measurable outcomes for a given community.
- Help city leaders in coordinating and conducting personnel hiring, performance management, coaching, and creating personnel policies and procedures.
- Hold regular meetings with the AOG to facilitate the reporting of tasks assigned, review directions of city leaders, make assignments, and share information.
- Create progress reports on assignments and projects regularly. Complete all required reports as required by ULCT to meet LAA Program requirements by the State.
- Advise and/or make recommendations to city leaders using best practices as to resolving public inquiries and complaints regarding services, facilities, and policies.
- Help city leaders in coordinating and conducting personnel hiring, performance management, coaching, and creating personnel policies and procedures.
- Recommend strategies for financial and technical assistance in helping to facilitate grants of all types including, if needed, making grant compliance reports.



- Conduct all work in compliance with the Utah Municipal Officer's and Employees' Ethics Act (U.C.A. § 10-3-1301 et seq.) and the International City/County Management Association's Code of Ethics, as adopted by the Utah City/County Management Association.
- Maintain professionalism, integrity, and a commitment to outstanding public service.
- Perform other duties as assigned.
- All or most of the essential duties to be performed from a remote location.

Preferred Qualifications

1. Graduation from an accredited college or university with a master's degree in a related field.
2. At least ten (10) years of progressively responsible experience as a manager in municipal government.
3. Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources. Knowledge of state laws as they apply to city management practices, human resource management practices and procedures.
4. Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra- governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with city leaders, intergovernmental agencies, and the public.
5. Must have a Valid Utah Class D Driver License.

Compensation and Benefits

This is a 1099 contracted position funded by the Local Administrative Advisor Grant.

To Apply

Submit a statement of qualifications and professional resume to Nick Jarvis at njarvis@ulct.org.
Position is open until filled. Initial review of qualifications will begin Friday, June 14, 2024.