

CITY MANAGER POSITION MINIMUM AND PREFERRED QUALIFICATIONS:

Minimum Qualifications The successful candidate must have:

1. **EDUCATION:** Bachelor's degree in Public Administration or other field of college or university study closely related to general government administration or operations such as, but not limited to, Accounting and Finance, Social Sciences, Engineering, or Business.
2. **EXPERIENCE:** Significant management level experience in local government administration or operations in at least one of the following fields: financial administration, budgeting, public works, public safety, or personnel.

The following *preferred qualifications* will be used to rank applicants *within* the "legitimate applicant pool" in order to select a group of "best qualified" applicants from whom a list of at least five references will be requested, checked and evaluated. (Use Evaluation Form 2.) Send Letter Number 3 to all candidates whom you now wish to release from further consideration bearing in mind that you may wish to maintain a small reserve group of candidates just in case no candidate in the "best qualified" group pans out. Use Letter Number 4 to obtain at least five references from each candidate in the "best qualified" pool. *(NOTE: Do not contact any reference until you have received written approval to do so from the candidate. If the candidate refuses to permit reference contact, release the candidate from further consideration.)*

Preferred Qualifications Preference will be given to the candidates who possess one or more of the following additional qualifications:

1. **EDUCATION:** Master's Degree in Public Administration or other field of college or university study closely related to general government administration or operations such as, but not limited to, Accounting and Finance, Social Sciences, Engineering, and Business.
2. **EXPERIENCE:** Three or more years of progressively responsible experience in local government management in one or more of the following fields: financial administration, budgeting, public works, public safety, or personnel. Familiarity with the Montana BARS budgeting system is also a preferred qualification.
3. **OTHER PREFERRED QUALIFICATIONS** as may be determined by the search committee.