

OUTSTANDING OPPORTUNITY TO SERVE THE CITIZENS OF

Fort Smith, Arkansas

Deputy Director of Business

Administration

(UTILITY DEPARTMENT)



About Fort Smith

History

Major William Bradford and the U.S. Rifle Regiment established a small stockade on the bluff overlooking the Arkansas River in 1817. They named the post Fort Smith in honor of the region's military commander, General Thomas A. Smith. This post only lasted 7 years before the Army departed leaving behind a rough settlement of people who sold supplies to the soldiers.

In 1838, the Army returned to find the settlement had grown steadily over the years into a profitable and well-located establishment for trade along the Arkansas River. The Army built a better fort to protect this settlement. Fort Smith was at the crossroads for the movement westward. It also witnessed the Tragedy of the Trail of Tears as American Indians marched west through Fort Smith.



In 1846, General Zachary Taylor and his men marched from the Fort to fight the Mexican War. With the soldiers away, the area served as a stopping place for prospectors on their way to the Gold Rush. The City once again prospered as eager gold seekers bound for California bought livestock and supplies for their long journey west.

During the Civil War, the Fort was first occupied by the Confederate Army and then by Union Troops. In 1865 a Grand Council of Indians and U.S. government representatives laid down new rules that formed the basis of the Indian Treaties of 1866. By 1871 the Indian frontier had moved so far beyond the Arkansas state boundary that Fort Smith could no longer serve efficiently as a supply depot. In 1871 the U.S. Court for the Western District of Arkansas moved to Fort Smith with the U.S. Marshals. Judge Isaac C. Parker brought lasting fame to Fort Smith. Between 1875 and 1889, Judge Parker heard more than 13,000 cases there. Three hundred and forty-four of them involved the capital offenses of rape and/or murder. Judge Parker sentenced 160 convicts to death. Seventy-nine were hung at the gallows located next to the Fort Smith Court and Jail.

By 1890 to the early 1900's, Fort Smith became a prosperous City complete with hotels, banks, department stores, a street car system, a professional fire department and an opera house. The City continued to be a major trading post on the Arkansas River which included manufacturing and wholesale trading with the nearby Indian Territory. A healthy boost to the economy resulted from the successful drilling of natural gas fields south of Fort Smith and the building of the free bridge into Oklahoma around 1922.

In 1941 the U.S. Army returned to the area and established Fort Chaffee. Many of the men stationed at Fort Chaffee settled in Fort Smith. After the closure of Fort Chaffee in 1960, new manufacturing plants brought new residents and new wealth. Fort Smith retains its position as the manufacturing capital of the state.

Fort Smith Today

The City of Fort Smith was incorporated in 1842. With a population of approximately 89,000, it is the second largest city in Arkansas second only to Little Rock. Fort Smith is a full service municipality which provides full-time police and fire services; sanitation which includes solid waste and recycling; public works which includes street, sidewalk, drainage construction and maintenance and Traffic Control Systems; utilities which includes water and wastewater collection and treatment within the City as well as to some nearby areas and parks and recreation which manages twenty-three parks, a community pool, athletic fields, an amphitheater, walking trails, a community center and a Convention and Visitor Bureau which hosts many community events as well as private conferences and events.

Education: Fort Smith boasts an excellent independent public school system augmented by 10 private schools. The City is home to three universities: University of Arkansas at Fort Smith (UAFS); John Brown University and Webster University.

Utilities: The City provides both Water and Sewer Services. Electricity and gas are provided by private companies.



Transportation: Public Transportation includes a transit system that operates Monday – Saturday with monthly passes and discounted fares, plus a dial-a-ride or para transit service. Fort Smith has their own regional airport with commercial flights and private services. The Fort Smith Bus Terminal supports both Greyhound and Coach USA.

Library: Fort Smith has one of the largest and best public library systems with a 67,000 square foot main library with three branch libraries.

Senior Activities: In addition to many services provided by the Parks & Recreation Department and a Dial-a-Ride program, there are three Senior Activity Centers.

Health Care: The main hospital is the Mercy Medical Center with a campus of buildings and services plus there is the Sparks Regional Medical Center and Health South Rehabilitation Hospital.

Arts & Entertainment:

- Fort Smith Regional Art Museum
- Fort Smith Little Theatre
- Fort Smith Symphony
- Western Arkansas Ballet in Fort Smith
- Numerous concerts and events at the Arkansas River Park
- Fort Smith National Historic Site
- Miss Laura's Visitor's Center
- Fort Smith Museum of History
- Fort Smith Trolley Museum -Trolley Rides
- Chaffee Barbershop Museum
- Janet Huckabee Arkansas River Valley Nature Center
- The Clayton House Historic Museum
- The General William O. Darby House
- Enchanted Doll Museum
- Creekmore Express Mini-Train
- Wild Things Farm
- 40-Acre Fort Smith Dog Park

Governance

Fort Smith adopted the City Administrator form of government in 1967. The City's governing body is the Board of Directors which consists of seven (7) Directors and the Mayor. The Mayor is elected at-large. Four Directors are elected by ward and the other three directors are-elected at-large. All serve four (4) year terms. The Mayor leads the Board meetings but does not have a vote. The Mayor does

have veto power. Vetoes can only be overridden by a super majority of the Directors. The Board appoints the City Administrator who has full management authority over municipal operations including the authority to hire and terminate all employees. In Fort Smith, the City Administrator has similar authority comparable to a strong City Manager.

About the Utility Department Administration Division and the Deputy Director of Business Administration Position

The Utility Department Administration Division is comprised of the following units:

System Control – monitors the SCADA system (Water & Wastewater computerized control system) to insure that both plants are operating properly along with the various pump stations. Employees also serve as dispatchers .

Training and Safety – provides training to all Utility Department employees on various safety procedures and environmental regulations.

Communications – responsible for upgrading the Utility Department website, keeping employees and the public informed of important events and projects including alerting them to service interruptions and/or road closings.

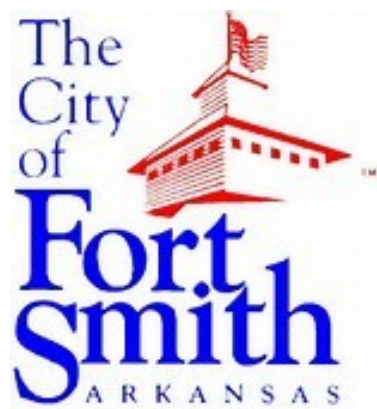
Fleet – responsible for all Utility Department vehicles; manages the Departments computerized vehicle maintenance system and its fuel automated vehicle fueling system.

Logistics – responsible for the inventory and distribution of all Utility Department parts.

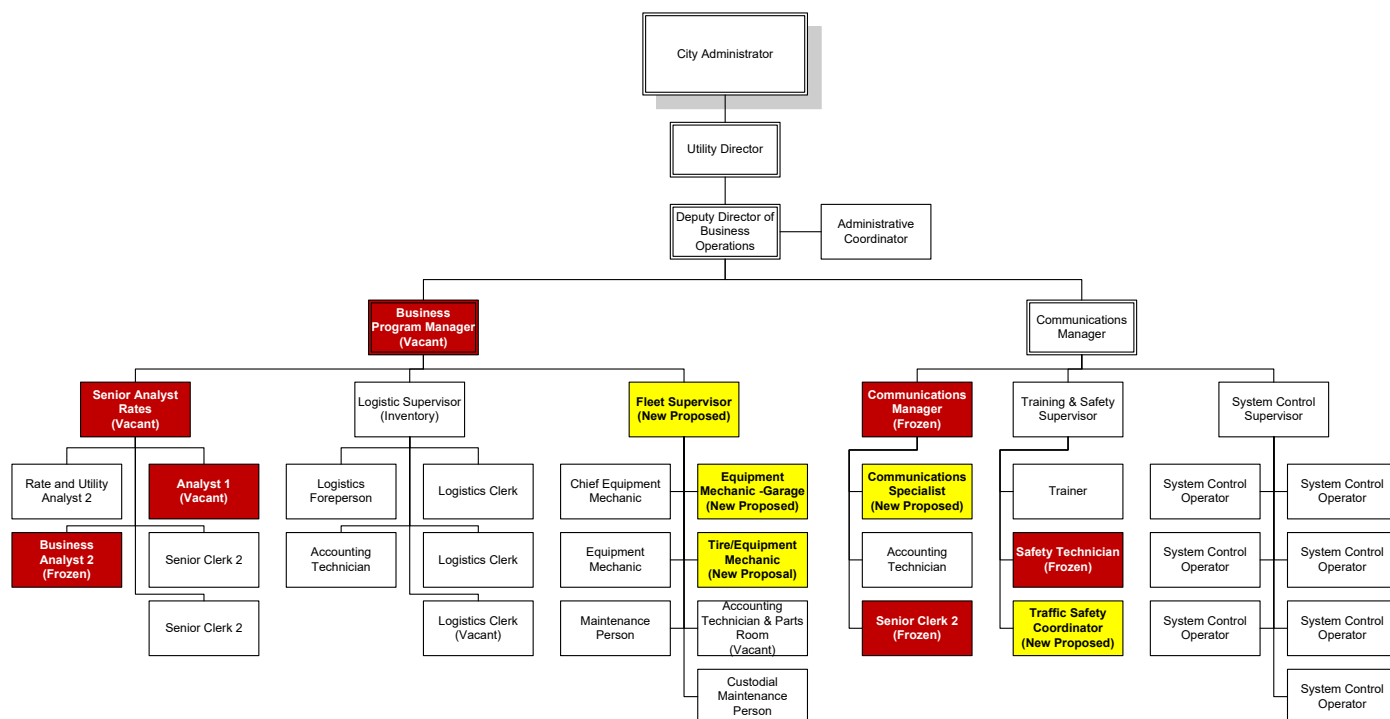
Analysis – studies revenue and expenditure trends, analyses rates and the billing system, recommends rate adjustments, calculates new rates, looks for opportunities for process improvement.

About the Position

Under the general direction of the Director of Utility, the Deputy



City of Fort Smith Utility Department Business Operations Division



Director (Deputy Director) of Business Administration is responsible to manage the central administration functions of the Utility Department. Responsibilities include budget preparation, purchasing and inventory, communications/public relations, fleet management, business analysis and training and safety. The Deputy Director along with two subordinate managers supervise a Division of about 40 employees. The Divisional budget is \$2,075,700 (2017) and the Utility Department budget is \$49,521, 539 (2017).

Specific responsibilities include but are not limited to:

- Key participant in developing Departmental goals, objectives, initiatives and budgets,
- Continuously monitors for opportunities to improve Utility Department systems, services, processes and communications,
- Coordinates efforts to communicate with the public and explain programs and keep them informed,
- Coordinates training and safety programs for the Utility Department.
- Manages staff and resources for fleet, 24/7 monitoring of plants and operations, supply chain control, training and safety requirements,
- Oversees business analysis including rate calculations and operational data collection to determine opportunities for process improvements,

Challenges & Opportunities

- Implementation of the Consent Decree;
- Development of a public relations campaign for internal and external customers through various methods such as press releases, internal memos and social media and website;
- Utilities needs a new data management system to monitor environmental compliance, analysis of rates and business operations;
- Utilities will be included in the City's new ERP – Financial System;

- Promote best practices – review of Departmental systems, programs, projects, organizational structure and resource levels to determine most efficient and effective means of allocating available ;
- Focus Departmental hiring on employees who fit the specific needs of the Department;
- Need to create a more cohesive Department and brake down existing silos and build teammanship within the Department and within the City.

Requirements

Requirements include a Bachelor's degree in Public or Business Administration, Finance or closely related field. Five years of supervisory experience is required which must include at least three years administrative/management experience in local government, utility, public works or related field. Prefer at least 10 years of industry related experience. An equivalent combination of education and experience that provides the required knowledge, abilities and skills will be considered. Must be skilled in verbal and written communications, organizational and human resources management, interpersonal relationships, budget preparation, procurement, supply chain management, public relations, business analysis and modern office operations. Current State water or wastewater certifications or other appropriate certifications would be a plus.

Characteristics of the Ideal Candidate Include:

- A visionary and inspirational leader;
- Is knowledgeable of budgets, purchasing, logistics, record keeping, data analytics, fleet maintenance, training and safety issues;
- Will promote customer service and pride in public service mission—responsive to the citizens;
- A proven manager whose skills include project management, budget management and operational implementation;
- Sets clear standards for operations and hold staffs accountable;
- Values employee development and training for all personnel;
- Skilled public speaker;
- Experienced with public relations including the use of social media;
- A team player who builds and maintains effective interpersonal relationships;
- Will work collaboratively with other Deputy Directors in the Utility Department.

Salary and Benefits

Salary Range: \$62,108 -\$97,739— Beginning salary negotiable DOQs

Benefits include:

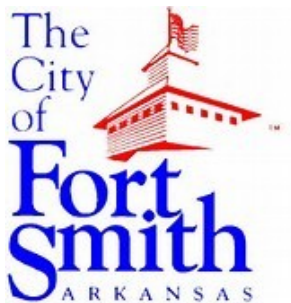
- Pension – ICMA RC 401A – City contributes 5%



- Deferred Comp – ICMA RC 457 - employees can contribute based on IRS regulations
- Health Benefits – Various options with the City paying 70% of premium
- Moving expenses negotiable

To Apply:

The position will be open until filled. The first review of resumes is scheduled for January 4, 2018. Please email your cover letter and resume with current salary without delay to:



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The City of Fort Smith is an Equal Opportunity Employer

