



APRIL 2026

# City Administrator Recruitment Proposal

FOR CITY OF BILLINGS, MT

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PRESENTED BY

**Greg M. Prothman**

President, GMP Consultants

**GMP CONSULTANTS**

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April 10, 2026

Ms. Karla Stanton  
Human Resources Director  
316 N 26th St  
Billings, MT 59101

Dear Ms. Stanton,

Thank you for the opportunity to submit this proposal to support the City of Billings in recruiting its next City Administrator. We appreciate the City's continued confidence in GMP Consultants and would welcome the opportunity to assist with this important leadership transition.

**GMP Proven Expertise & Local Insight**

- **National Reach:** Over 800 executive recruitments completed, including over 150 City Manager and Administrator recruitments.
- **Local Success in Billings:** Successfully recruited the 911 Communications Manager and conducted internal leadership candidate assessments for Fire Chief, Library Director, and Parks & Recreation Director.
- **Ongoing Partnership:** Currently conducting a comprehensive management and operations review for the Public Works Department.
- **The GMP Advantage:** Our consultants pair substantial knowledge of Billings with decades of firsthand municipal management experience.

This recruitment will be supported by a dedicated GMP team focused on collaborative stakeholder engagement, targeted candidate outreach, and a clear, transparent process designed to identify leaders who are both highly qualified and well aligned with the City's priorities and long-term goals.

We appreciate your consideration and look forward to the opportunity to continue working with the City of Billings. If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or [greg@gmphr.com](mailto:greg@gmphr.com). I look forward to the opportunity to work with City of Billings on this important recruitment.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Prothman", written in a cursive style.

Greg M. Prothman  
President

# About Us

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## Our Foundation

GMP Consultants is a public sector executive search firm with a collective 360 years of local government leadership experience. We pride ourselves in strong regional and national relationships.

GMP Consultants value the importance of local government in our communities. We offer our clients experienced subject matter experts with a solid understanding of municipal government coupled with decades of experience.

We have served in a wide range of executive positions, from city and county management to public works, planning, human resources, management information systems, police, fire and finance.

## Our Qualifications

Founded and led by Greg M. Prothman, GMP consultants have worked on over 800 executives searches and over 100 public sector consulting projects.

Our senior search consultants are seasoned municipal leaders who are active in both national and state associations in their respective professional disciplines.

## Our Philosophy

Our business philosophy centers on the understanding that this is a people related industry.

We have worked and lived in communities across the country, so we know first-hand that public service is both similar and unique in implementation one community to the next.

Our team takes the time to learn your values and vision so we can tailor our systematic process to your needs.

## GMP Consultant's Mission

*To provide exceptional executive search, interim placements, and organizational consulting partnering with our clients to provide the highest quality services to their residents.*

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# Why Choose GMP

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*What You Can Expect From a GMP Recruitment*

<b>SERVICE &amp; RELATIONSHIP</b>	Our consultants provide outstanding service and build lasting relationships with both clients and candidates
<b>CUSTOMIZED SOLUTIONS</b>	We take time to learn your needs, values, and vision, creating solutions tailored to your agency
<b>PEOPLE FIRST</b>	We prioritize quality communication, working closely with you and your candidates through every stage of the process
<b>RECRUITMENT EXPERIENCE</b>	GMP Consultants are accomplished municipal leaders who as a team have completed over 800 executive recruitments bring access to quality applicant pools
<b>18 MONTH GUARANTEE</b>	We offer an 18-month guarantee on your selection. We don't just find qualified candidates, we focus on finding right fit for your agency and community, ensuring a smooth leadership transition

**Personal Service. Quality Results.**

# Meet Your Recruitment Team

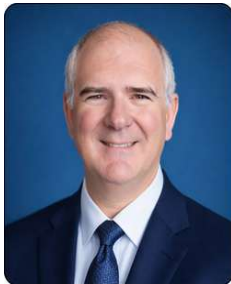
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## Jeff Weldon – Senior Consultant



Jeff brings 29 years of municipal management experience in Minnesota and South Dakota, including service as City Manager for Brookings and Yankton, SD; City Administrator for Redwood Falls, MN; and Assistant City Administrator for Apple Valley, MN. He also served as an adjunct instructor in public administration and state and local government at South Dakota State University and as a Senior Advisor to local government managers through the Minnesota and South Dakota municipal associations. Jeff holds a bachelor's degree from Minnesota State University and a master's degree from Hamline University and has been actively involved with ICMA and multiple state and regional municipal organizations.

## Wayne Parker – Senior Consultant



Wayne Parker has spent more than forty years helping communities thrive, serving in leadership roles from small towns to some of Utah's most dynamic cities. For two decades he was Provo's Chief Administrative Officer, where he helped guide major economic development projects, strengthen long-term fiscal health, and build strong partnerships between city staff, elected officials, and the community. His career also includes senior roles in cities in Utah, Kansas and Missouri. He has served as ICMA's Mountain Plains Regional Director and city-manager-in-residence at BYU's Romney Institute for Public Service and Ethics. He received ICMA's Award for Career Excellence in Memory of Mark E. Keane in 2020. Known for his steady judgment, collaborative style, and deep commitment to public service, Wayne now draws on his broad experience to help leaders navigate the real work of governing with clarity and confidence.

## Jennifer Monsivais – Project Manager



Jen is a dedicated, customer service-oriented professional with ten years of experience working within a University Athletic program. Throughout her career, she has built a reputation for being approachable, reliable, and deeply committed to creating positive experiences for internal and external stakeholders alike. Jen thrives in collaborative environments and finds genuine fulfillment in helping others identify and pursue their full potential. Whether supporting clients, coordinating across departments, or assisting community members, she brings a thoughtful, people-first mindset to everything she does. Her passion for service and strong communication skills make her a trusted resource and valued team member in any setting.

## Kate Hansen – Operations Manager



Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government.

# Work Plan & Approach

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*We understand that this is not just filling a position but is a leadership transition within your organization. Our goal is to not only find a highly qualified candidate but a candidate who is the perfect fit for your organization and the community.*

We suggest a four-phase process:

## PHASE 1: PREPARATION

- Create Search Schedule & Plan
- Engage Stakeholders
- Identify Ideal Candidate Traits
- Design Recruitment Profile



## PHASE 2: SOURCING

- Place Targeted Advertisements
- Mail Invitation to Apply Flyers
- Send Emails to Potential Candidates
- Make Phone Calls to Potential Candidates

## PHASE 3: ASSESSMENT

- Identify & Research Leading Candidates
- Conduct Preliminary Interviews
- Hold Work Session for Client to Select Finalists



## PHASE 4: SELECTION

- Design Final Interviews
- Conduct Reference & Background Checks
- Finalist Interviews
- Select Chosen New Hire & Negotiate

# 1. Preparation

## *Information Gathering & Profile Development*

### Planning Meeting

We meet with you to:

- Review the Scope of Work
- Establish a project schedule
- Identify the geographic scope of the search
- Review the compensation package
- Identify Key Stakeholders

### Stakeholder Engagement

Your Lead Consultant will meet with Key Stakeholders individually or collectively as appropriate to identify your agency’s needs and the skills, talents & abilities necessary to help your agency thrive

### Position Profile Development

Our design team will develop a custom Position Profile highlighting:

- Why Apply?
- Quality of Life
- Your Agency
- The Position
- Ideal Candidate Traits
- Challenges & Opportunities
- Compensation & Benefits
- Your social media

# 2. Sourcing

## *Strategic Outreach & Marketing*

### Advertising

Develop custom ads and post the position to extensive job boards and websites in regional and national professional associations along with postings on GMP’s Job Board and LinkedIn page

### Invitation to Apply

Our team creates a custom *Invitation to Apply flyer* mailed to our extensive database of City Administrator professionals in Montana and in the surrounding states

### E-mail Outreach

We will send email announcements to our large curated collection of over 4,300 City Administrator professionals.

### Personal Calls

Our consultant team will leverage their extensive knowledge of potential candidates to make personalized requests to potential candidates and their network

## 3. Assessment

### *Candidate Review & Screening*

#### Receipt of Applications

Your lead consultant will review all application materials and send you regular updates on the candidate pool

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#### Preliminary Interviews

Once the most promising candidates have been identified, GMP will complete a robust screening process of all semifinalists that includes:

- In-depth internet query
  - An extensive preliminary interview with your lead consultant
  - Candidate summary with consultant recommendations
- 

#### Work Session

Your search team will meet with you to review candidate assessments. You will select candidates to move forward to final interviews. GMP will guide you through design of a customized final interview process

## 4. Selection

### *Final Interviews*

#### Preparation

- Conduct reference checks
  - Facilitate candidate communications & travel
  - Develop final interview materials including master interview schedule, draft interview questions, and candidate packets
- 

#### Interviews & Selection

Your lead consultant will be on-site to facilitate

- Final interviews
  - Panel debrief
  - Evaluation of the candidates and potential consensus
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#### Employment Offer

Once a preferred candidate is identified your GMP will

- Conduct criminal history background check
- Assist in identifying potential contract elements
- Assist in the job offer and contract negotiations (if asked)
- Notify all unsuccessful finalists

# Professional References

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**City of Kalispell, MT**

Doug Russell – Former City Manager  
 drussell@cityoflakewood.us  
 253 983 7703  
*Fire Chief (2)*  
*City Manager*

**City of Livingston, MT**

Melissa Nootz – Commissioner  
 mnootz@livingstonmontana.org  
 406 563 5722  
*City Manager*

**City of Belgrade, MT**

Neil Cardwell – City Manager  
 ncardwell@cityofbelgrade.net  
 406 388 3760  
*City Manager (2)*  
*Assistant City Manager*  
*Parks & Recreation Director*  
*City Engineer*

**City of Olympia, WA**

Jay Burney – City Manager  
 jburney@ci.olympia.wa.us  
 360 753 8447  
*Public Works Finance Manager*  
*Fire Chief*  
*Human Resources Director*  
*Public Works Director*

# Recruitment Schedule

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*Recruitments take approximately 90 to 100 days to complete*

Kickoff Meeting		You & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Week 3-7	GMP: Post ads; conduct candidate outreach
First Review	Week 8 -9	GMP: Conduct candidate screening & preliminary interviews
Work Session	Week 10	You & GMP: Review semifinalists and choose finalist candidates
Final Interview Prep.	Week 11-12	GMP: Conduct reference checks, create interview schedule, coordinate travel with candidates
Final Interviews	Week 12	GMP: Facilitate finalist interview process
Hiring Selection		You: Host interviews & make hiring selection

## Professional Fee & Expenses

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The fee for conducting a City Administrator search is **\$24,000**. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. If needed, re-advertising the position can be completed for an administrative fee of \$850 plus expenses. Your Agency will be responsible for reimbursing expenses incurred on the Agency's behalf. All expenses are submitted at actual cost with no markup.

### Expenses Include:

Job boards	\$1,800 - \$2,200
Direct Mail Announcements	\$1,700 - \$2,000
Consultant Travel	IRS mileage rate + \$87.50/hr.
Background Checks	\$225 per candidate

## Guarantee & Warranty

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### Guarantee

Should the selected candidate leave the employment of your Agency within the **first 18 months** of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure.

### Warranty

If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for a \$850 administrative fee plus expenses.

## Additional Services

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### First Year Goals & Six-Month Evaluation – \$3,750

We will assist in the selected candidate's success by working with the undefined administration to establish goals and expectations for the first year of service. We will also conduct a six-month performance evaluation designed to provide constructive and helpful feedback on work efforts and accomplishments to date, to provide any potential mid-course corrections and ensure success.

## Related Searches By GMP Consultants

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**City of Belgrade, MT**  
Assistant City Manager

**City of Livingston, MT**  
City Manager

**Town of West Yellowstone, MT**  
Town Manager (2)

**City of Thorne Bay, AK**  
City Administrator

**Inyo County, CA**  
Assistant/Deputy County Admin.

**Mono County, CA**  
County Admin Officer

**City of Louisville, CO**  
City Manager

**Gunnison County, CO**  
County Manager

**City of Hailey, ID**  
City Administrator

**City of Post Falls, ID**  
City Administrator

**City of Centerville, MN**  
City Administrator

**City of Oak Park Heights, MN**  
City Administrator

**City of Minot, ND**  
City Manager

**City of Burns, OR**  
City Manager

**City of Coquille, OR**  
City Manager

**City of Drain, OR**  
City Administrator

**City of Hood River, OR**  
City Manager

**City of Lebanon, OR**  
City Manager

**City of Milwaukie, OR**  
City Manager

**City of Ontario, OR**  
City Manager

**City of Belgrade, MT**  
City Manager (2)

**City of Polson, MT**  
City Manager

**City & Borough of Sitka, AK**  
Municipal Administrator

**City of Emeryville, CA**  
City Manager

**Inyo County, CA**  
County Admin Officer

**City & County of Broomfield, CO**  
Deputy City & County Manager

**Eagle County, CO**  
County Manager

**Town of Silverthorne, CO**  
Town Manager

**City of Ketchum, ID**  
City Administrator

**City of Sun Valley, ID**  
City Administrator

**City of Medina, MN**  
City Administrator

**North Branch, MN**  
City Administrator

**City of Astoria, OR**  
City Manager (2)

**City of Canby, OR**  
City Administrator

**City of Cottage Grove, OR**  
City Manager

**City of Gladstone, OR**  
City Administrator

**City of John Day, OR**  
City Manager

**City of Lincoln City, OR**  
City Manager

**City of Mt. Angel, OR**  
City Manager

**City of Scappoose, OR**  
City Manager (2)

**City of Kalispell, MT**  
City Manager

**City of Whitefish, MT**  
City Manager

**City & Borough of Wrangell, AK**  
Borough Manager

**City of South Lake Tahoe, CA**  
City Manager

**Mono County, CA**  
Assistant County Admin Officer

**City of Colorado Springs, CO**  
Assistant City Manager

**Gunnison County, CO**  
Assistant County Manager

**Blaine County, ID**  
County Administrator

**City of Lewiston, ID**  
City Manager

**City of Brainerd, MN**  
City Administrator

**City of North Branch, MN**  
City Administrator

**County of Los Alamos, NM**  
County Administrator

**City of Bandon, OR**  
City Manager

**City of Coburg, OR**  
City Administrator

**City of Damascus, OR**  
City Manager

**City of Hermiston, OR**  
City Manager

**City of La Grande, OR**  
City Manager (2)

**City of McMinnville, OR**  
City Manager

**City of North Plains, OR**  
City Manager

**City of Shady Cove, OR**  
City Administrator

**City of Toledo, OR**

City Manager

**City of Waldport, OR**

City Manager

**City of Wood Village, OR**

City Manager

**Clackamas County, OR**

County Administrator

**Curry County, OR**

County Administrator

**Hood River County, OR**

County Administrator

**City of Spearfish, SD**

City Administrator

**Summit County, UT**

County Manager

**City of Battle Ground, WA**

City Manager (2)

**City of Bothell, WA**

Deputy City Manager

**City of Chelan, WA**

City Administrator (3)

**City of Covington, WA**

City Manager

**City of Edgewood, WA**

City Manager (2)

**City of Fircrest, WA**

City Manager (2)

**City of Issaquah, WA**

Deputy City Administrator

**City of Kennewick, WA**

City Manager

**City of Lake Stevens, WA**

City Administrator

**City of Leavenworth, WA**

City Administrator (2)

**City of Medina, WA**

City Manager (2)

**City of Moses Lake, WA**

City Manager (3)

**City of Troutdale, OR**

City Manager

**City of West Linn, OR**

City Manager

**City of Woodburn, OR**

City Administrator

**Clatsop County, OR**

County Manager (2)

**Deschutes County, OR**

County Administrator

**Lane County, OR**

County Administrator

**City of Moab, UT**

Assistant City Manager

**City of Arlington, WA**

City Administrator

**City of Bingen, WA**

City Administrator

**City of Carnation, WA**

City Manager (2)

**City of College Place, WA**

City Administrator

**City of DuPont, WA**

City Administrator

**City of Ellensburg, WA**

City Manager

**City of Gig Harbor, WA**

City Administrator

**City of Kelso, WA**

City Manager

**City of Lacey, WA**

City Manager (2)

**City of Lakewood, WA**

Assistant City Manager

**City of Longview, WA**

City Manager

**City of Mill Creek, WA**

City Manager

**City of Mountlake Terrace, WA**

Assistant City Manager

**City of Umatilla, OR**

City Manager

**City of Wilsonville, OR**

City Manager

**City of Yachats, OR**

City Manager

**Crook County, OR**

County Manager

**Deschutes County, OR**

Fair &amp; Expo Director

**North Plains, OR**

City Manager

**City of Moab, UT**

City Manager

**City of Bainbridge Island, WA**

City Administrator

**City of Bothell, WA**

Assistant City Manager

**City of Chehalis, WA**

City Manager (2)

**City of Connell, WA**

City Administrator (2)

**City of Duvall, WA**

City Administrator

**City of Fife, WA**

City Manager

**City of Issaquah, WA**

City Administrator

**City of Kenmore, WA**

City Manager (3)

**City of Lake Forest Park, WA**

City Administrator (3)

**City of Lakewood, WA**

City Manager (2)

**City of Lynden, WA**

City Administrator

**City of Monroe, WA**

City Administrator

**City of Mountlake Terrace, WA**

City Manager (2)

**City of Mukilteo, WA**

City Administrator

**City of Normandy Park, WA**

City Manager

**City of Pasco, WA**

City Manager (3)

**City of Prosser, WA**

City Administrator

**City of Ridgefield, WA**

City Manager

**City of Shelton, WA**

City Administrator

**City of Shoreline, WA**

Deputy City Manager

**City of Stanwood, WA**

City Administrator

**City of Sunnyside, WA**

City Manager

**City of Walla Walla, WA**

City Manager

**City of Woodland, WA**

City Administrator

**City of Yelm, WA**

City Administrator

**Greys Harbor County, WA**

County Administrator

**Lewis County, WA**

County Manager

**Snohomish County, WA**

Executive Director (2)

**Town of Friday Harbor, WA**

Town Administrator

**City of Rawlins, WY**

City Manager

**City of Mukilteo, WA**

Management Services Director

**City of North Bend, WA**

City Administrator

**City of Pasco, WA**

Deputy City Manager

**City of Puyallup, WA**

City Manager

**City of Sammamish, WA**

City Manager (2)

**City of Shelton, WA**

Management Assistant

**City of Spokane Valley, WA**

City Manager

**City of Stevenson, WA**

City Administrator

**City of Tumwater, WA**

City Administrator

**City of White Salmon, WA**

City Administrator

**City of Yakima, WA**

Assistant City Manager

**Franklin County, WA**

County Administrator

**Island County, WA**

County Administrator

**Mason County, WA**

County Administrator

**Thurston County, WA**

Assistant Chief Admin Officer

**City of Casper, WY**

City Manager

**City of Riverton, WY**

City Administrator

**City of Newcastle, WA**

City Manager (2)

**City of Othello, WA**

City Administrator

**City of Port Angeles, WA**

City Manager

**City of Renton, WA**

Chief Admin Officer

**City of SeaTac, WA**

City Manager

**City of Shoreline, WA**

City Manager (2)

**City of Spokane Valley, WA**

Deputy City Manager

**City of Sultan, WA**

City Administrator

**City of Vancouver, WA**

Assistant City Manager

**City of Woodinville, WA**

City Manager

**City of Yakima, WA**

City Manager

**Grays Harbor County, WA**

County Administrator

**Jefferson County, WA**

Central Services Director

**San Juan County, WA**

County Manager

**Town of Friday Harbor, WA**

City Administrator

**City of Gillette, WY**

City Administrator

**City of Sheridan, WY**

City Administrator

## Appendix – Work Samples

The following documents are examples of our **position profile** and **invitation to apply letter** materials.

Additional samples are available at <https://www.gmphr.com/>

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# CITY MANAGER

## CITY OF KALISPELL

*Montana*



### Why Apply?



This is a unique opportunity to lead the community at the center of one of the fastest growing micropolitan areas in the country. Situated in the natural and scenic beauty of northwestern Montana, Kalispell (pop. 33,000) is looking for an entrepreneurial and forward-thinking city manager to help shape the future in this significant time of change and growth. Kalispell is a well-managed, financially stable, full-service city with an experienced team of professional department heads. Located near glacial-carved Flathead Lake and close to Glacier and Yellowstone National Parks, Kalispell is known for its vast recreational and outdoor opportunities, excellent school system, low crime rate, exceptional medical services, natural scenic beauty, abundant recreational and outdoor opportunities, and commitment to historic preservation.



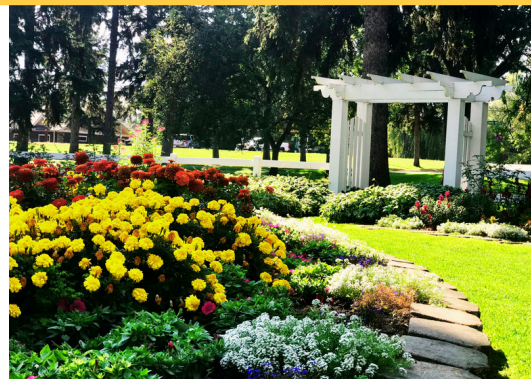
## WELCOME TO KALISPELL

Kalispell is a dynamic community of 33,000 tucked among the foothills of the Rocky Mountains in beautiful northwest Montana. As the county seat of Flathead County, Kalispell serves as the regional hub for approximately 140,000 people. This region is known for its spectacular mountain scenery and wealth of year-round outdoor recreation opportunities. Due to its exceptional quality of life, Kalispell continues to grow its population at an average rate of 2% each year.

Residents and visitors enjoy easy access to several national and state forests and parks, downhill skiing and snowboarding at nearby Whitefish Mountain Resort and Blacktail Mountain Ski Area, and Flathead Lake—one of the largest freshwater lakes in the West. Watersports are popular as this region has more lakes than anywhere else in Montana. The famous Glacier National Park is just 32 miles to the north offering towering peaks, alpine lakes and meadows, and over 700 miles of hiking trails. In 2023, the park played host to 2.9 million visitors.

Kalispell is a small and innovative town enjoying a vigorous tourism economy balanced by education, government, health services, forest products, manufacturing, engineering, and retail. The historical downtown features charming 100-year-old storefronts that house eclectic eateries, outfitters and western wear, colorful boutiques and art galleries, and local craft breweries. In 2017, Kalispell was voted Montana's most attractive city by Expedia's View Finder.

The City maintains 419 acres of parkland and natural open space including over 28 parks that include pavilions, gardens, & green spaces for hosting group events. Kalispell is also home to Glacier Park International Airport offering commercial flights to major cities across the U.S.

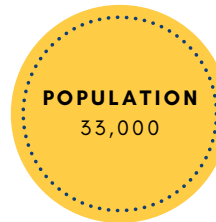




# THE CITY OF KALISPELL

Incorporated in 1892, Kalispell is a full-service city in Flathead County serving 33,000 residents across 13 square miles with a 2025 budget of \$180 million and a team of 244 FTEs. Departments include Public Works (Sewer, Water, Solid Waste, Garage, Traffic Signs & Signals, Streets, Waste Water Treatment Plant, Engineers), Development Services (Building, Planning, Community Development), Finance, IT (includes GIS), Human Resources, City Clerk/Communications, Legal, Police, Fire/Ambulance, Municipal Court, and Parks & Recreation.

The City operates under a Council-Manager form of government with eight City Councilors and a Mayor, each serving a four-year term. Two Councilors are elected from each of the City's four wards and the Mayor is elected at large. The City Council appoints the City Manager to carry out the governing policies and ordinances established by the Council, and to oversee the day-to-day operations of the City.





# THE CITY MANAGER

Working under the broad policy guidance of the City Council, the City Manager plans, organizes, coordinates, and administers all City functions and activities through management staff. The City Manager provides policy guidance, oversees the work of department heads and support staff, and fosters cooperative working relationships with civic groups, intergovernmental agencies, the City Council, and City staff through open communication. The City Manager has ten department directors as direct reports.

# THE IDEAL CANDIDATE

- An experienced city or county manager/administrator knowledgeable in delivering multiple city services efficiently and effectively.
- A strong leader who embodies professionalism, transparency, accountability, and consensus-building, with honesty, ethics, and personal integrity.
- Has strong communication and conflict resolution skills and uses them to make a positive difference while bringing a “let’s get the job done together” approach to issues.
- Must be active in the community and reach out to community members and stakeholders to build partnerships in a collaborative effort for community improvements.
- A visionary leader who proactively addresses issues and recommends policy initiatives for the city council and community while being receptive to alternative ideas with a welcoming attitude.
- Has exceptional budgetary and growth management experience that can balance budgetary constraints with demands for positive community growth.
- Has experience in proactively addressing affordable housing challenges and homelessness.
- Is knowledgeable in growth management, quality development, and sustainable infrastructure upgrades to preserve and enhance community livability.
- Is committed to a process of continual improvement in programs and services and supports staff investment in training and professional development.
- Ability to quickly learn applicable portions of Montana state laws that affect local government.

# OPPORTUNITIES & CHALLENGES



1) November elections may significantly change the political make-up of the City Council in January. The new city manager will need to quickly develop positive working relationships with the city council, assist in the transition; and understand the potential for significant policy modifications.

2) As the fastest growing micropolitan area in the country, the new city manager will need to embrace this opportunity managing this growth with a combination of fair and balanced fiscal policy and service expansion while preserving existing positive community qualities.

3) Like most communities, Kalispell is continually replacing aging infrastructure. New growth has also driven infrastructure expansion. Masterplan updates are currently underway for parks, and state law changes are driving zoning and subdivision regulation changes. Upgrades to the wastewater treatment facility to meet new standards, and other large capital improvement projects are on the horizon and may need new or alternative funding sources.

4) Availability of affordable and workforce housing is a challenge for the city of Kalispell. Homelessness has also affected the community. These issues will require the new manager to explore creative solutions.

5) Kalispell has a strong, diverse, and robust economy, and tourism remains one of the most significant drivers of the economy. Efforts to support tourism opportunities will need to continue to be undertaken and strengthened.

6) Kalispell has embraced its rich historical heritage. This is evident in much of its older neighborhoods and the central business district. This historic nature will need continued attention in the downtown area to ensure its economic success and vitality.

7) The new manager will have an exceptional opportunity to forge new and productive relationships with community partners and other local units of government. Improvements in local government relations will be important for regional cooperation and mutual progress.

## EDUCATION & EXPERIENCE

Bachelor's degree in public administration, political science, business administration, or a closely related field (master's degree desired) and 5 years of experience in municipal administration. Or a comparable combination of experience, education and training is required, which demonstrates the knowledge, skills, and abilities to successfully perform the job. Must be bondable and have, or be able to obtain, a Montana driver's license at time of employment.

## COMPENSATION & BENEFITS

The City of Kalispell is offering an annual salary range of \$195,000 to \$219,007 for this position with a starting salary range of \$195,000-\$207,003 depending upon experience and qualifications, along with a comprehensive [benefits](#) package.

## RESOURCES

[City Budgets](#)

[City Growth Policy PLAN-IT 2035](#)

[City Org Chart](#)

[Welcome Guide](#)

[Discover Kalispell](#)

[Video: Kalispell, Montana](#)

[Kalispell Chamber of Commerce](#)



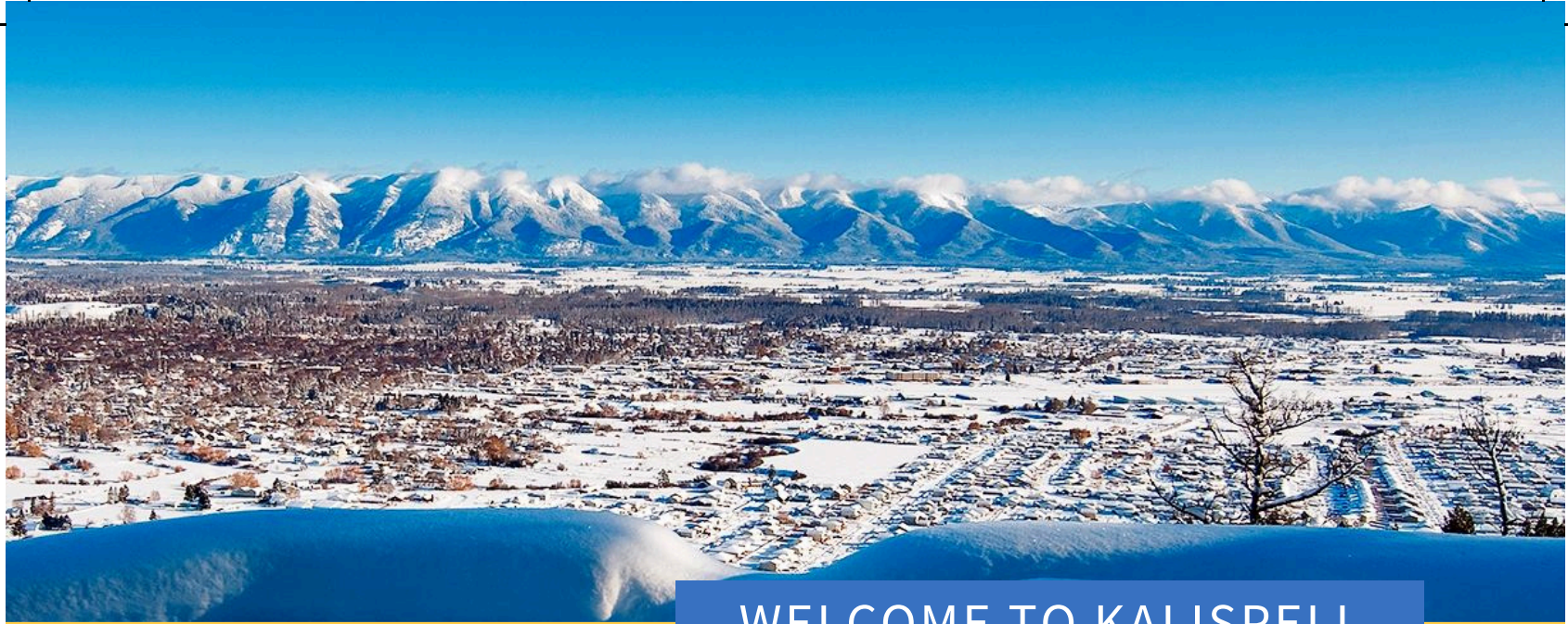
## TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **October 26, 2025**

More Info: Jeff Weldon, GMP Consultants  
[jweldon@gmphr.com](mailto:jweldon@gmphr.com) / (320) 557-8006





# WELCOME TO KALISPELL

## WHY APPLY?

This is a unique opportunity to lead the community at the center of one of the fastest growing micropolitan areas in the country. Situated in the natural and scenic beauty of northwestern Montana, Kalispell (pop. 33,000) is looking for an entrepreneurial and forward-thinking city manager to help shape the future in this significant time of change and growth. Kalispell is a well-managed, financially stable, full-service city with an experienced team of professional department heads.

Located near glacial-carved Flathead Lake and close to Glacier and Yellowstone National Parks, Kalispell is known for its vast recreational and outdoor opportunities, excellent school system, low crime rate, exceptional medical services, natural scenic beauty, abundant recreational and outdoor opportunities, and commitment to historic preservation.

Dear Colleague,

GMP Consultants is assisting the **City of Kalispell**, MT in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

**Jeff Weldon, GMP Consultants**  
**[jweldon@gmphr.com](mailto:jweldon@gmphr.com) / (320) 557-8006**



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[greg@gmphr.com](mailto:greg@gmphr.com) / 206-714-9499



# THE CITY OF KALISPELL

Incorporated in 1892, Kalispell is a full-service city in Flathead County serving 33,000 residents across 13 square miles with a 2025 budget of \$180 million and a team of 244 FTEs. Departments include Public Works (Sewer, Water, Solid Waste, Garage, Traffic Signs & Signals, Streets, Waste Water Treatment Plant, Engineers), Development Services (Building, Planning, Community Development), Finance, IT (includes GIS), Human Resources, City Clerk/Communications, Legal, Police, Fire/Ambulance, Municipal Court, and Parks & Recreation.

The City operates under a Council-Manager form of government with eight City Councilors and a Mayor, each serving a four-year term. Two Councilors are elected from each of the City's four wards and the Mayor is elected at large. The City Council appoints the City Manager to carry out the governing policies and ordinances established by the Council, and to oversee the day-to-day operations of the City.

## THE CITY MANAGER

Working under the broad policy guidance of the City Council, the City Manager plans, organizes, coordinates, and administers all City functions and activities through management staff. The City Manager provides policy guidance, oversees the work of department heads and support staff, and fosters cooperative working relationships with civic groups, intergovernmental agencies, the City Council, and City staff through open communication. The City Manager has ten department directors as direct reports.

## EDUCATION & EXPERIENCE

Bachelor's degree in public administration, political science, business administration, or a closely related field (master's degree desired) and 5 years of experience in municipal administration. Or a comparable combination of experience, education and training is required, which demonstrates the knowledge, skills, and abilities to successfully perform the job. Must be bondable and have, or be able to obtain, a Montana driver's license at time of employment.



View full position profile at [gmphr.com](http://gmphr.com)



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Salary Range: **\$195,000 - \$219,007 annually DOQ**  
Starting Range: **\$195,000 - \$207,003 annually DOQ**

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