



# MAGNA METRO TOWNSHIP

8952 W Magna Main St

Magna, UT 84044

Phone: (801) 209-9407

[www.magnametrotownship.org](http://www.magnametrotownship.org)

## REQUEST FOR LETTER OF INTEREST

### MUNICIPAL ADMINISTRATOR

**RLOI #2021-02**

The Magna Metro Township wishes to contract the services of a Municipal Administrator to manage the daily operations of the Magna Metro Township. The objective of this request for letters of interest is to provide the Municipality with qualified independent contractor capable of performing the duties as defined herein.

### 1. LOI SUBMISSION DETAILS

A letter of interest must be submitted to the Municipal Administrator Committee at:

Magna Metro Township  
C/O Municipal Administrator Committee

[Dan.peay@magnacity.org](mailto:Dan.peay@magnacity.org)

[Trish.Hull@magnacity.org](mailto:Trish.Hull@magnacity.org)

**No later than 5:00 p.m. on THURSDAY, August 19, 2021.**

Submissions received after this date and time will not be considered.

The Municipality reserves the right to cancel this request for letters of interest for any reason without any liability to any proponent or to waive irregularities at its own discretion.

This Request for Letters of Interest is to solicit letters from qualified independent contractors to provide the responsibilities listed in the Scope of Work for the Magna Metro Township.

### 2. SCOPE OF WORK

Under the direction of the Mayor, shall provide Municipal Administrator support to promote efficient and effective work for the Council and Metro Township. Shall interface on behalf of the Mayor and Council with the providers of municipal-type services to Magna and offer guidance and communicate administrative standards as it applies to the delivery of those services. Under the direction of the Mayor, may work collaboratively with federal, state, county, other agencies, and community organizations for the mutual benefit of the Metro Township.

### **Examples Of Duties To Be Performed Under Scope Of Work**

- Advises the Council on a variety of Metro Township issues and assists in developing policies to address identified issues as directed by the Mayor and Council.
- Coordinates with legal staff to perform paralegal work and provide administrative recommendations to ordinances and resolutions deemed necessary and appropriate for the best interest of the Metro Township.
- Develop, plan, and communicate Council-approved Metro Township goals and objectives to the municipal service providers and the public.
- Under the direction of the Mayor, represents the interest of the Metro Township before federal, state, county, other governmental agencies, and community organizations.
- Provides administrative guidance and communicates expected community standards of service to the municipal service providers performing work for benefit of the Metro Township.
- Coordinates with Council fiscal staff, MSD fiscal staff, and Mayor to develop the Metro Township's Annual Budget and provides guidance to the Council as to the administration of the Metro Township Budget.
- Performs special projects for the Council on an "as-requested" basis.
- Make recommendations to the Mayor and Council on hiring contract personnel to complete administrative tasks (i.e., cemetery administration, information technology, etc.)
- Prepare agendas and meeting packets including creating ordinances, resolutions, and other items for consideration by the Council.
- If appointed by the Council, may function as a Hearing Officer for certain matters.
- Assists the Chair during public meetings as the parliamentarian to the Council.
- Attends all regular and special meetings of the Council as required.

### **Required Qualifications**

Bachelor's Degree in Business Management, Political Science, or related field. plus 5-7 year's experience in management within local government. Preference will be given to those with a Masters Degree in Public Administration.

### **3. SELECTION PROCESS**

The following process will be followed for selection of a Municipal Administrator for the Magna Metro Township:

1. The Selection Committee will review the Letters of Interest (LOI). The Magna Metro Township reserves the right to reject any and/or all LOIs.
2. Respondents that are deemed qualified by the Selection Committee may be asked to attend an interview and should make themselves available.
4. The Selection Committee shall submit the selection to the Magna Metro Township Council for review and approval.