The Community

Papillion is ideally located in Sarpy County, part of the Greater Omaha Metro area, and takes pride in its “small town feel”.

Papillion has become well known nationally as a great place to live, work and play. At the heart of what makes Papillion such an attractive community is our City’s mission to ensure a high quality of life for our residents. That high standard of living comes as a result of public safety, City services and recreational opportunities that are second to none.

Papillion was founded in 1870 and is the county seat of Sarpy County. The city was named after the creek of the same name which flows through its center. The name Papillion is derived from the French term for butterfly (papillon). According to local tradition, the early French explorers named the creek Papillion because many butterflies were found along its grassy banks.

Our community’s success is your opportunity. Papillion is the economic engine of the fastest growing county in Nebraska. In the last decade, we’ve seen the development of millions of square feet of commercial space. Our city offers a variety of shops and restaurants, whether you prefer the local flavor of our downtown area or the popular name brands of Shadow Lake Towne Center, the Shoppes at Market Pointe or Midlands Place.

Papillion is also home to fantastic entertainment venues, including SumTur Amphitheater, which hosts approximately 70 free and ticketed events each year, and Werner Park, home of the Triple-A Omaha Storm Chasers. Additionally, our city has two beautiful 18-hole championship golf courses. A quarter of the city is dedicated to green space with 17 parks and 19 miles of recreational trails.

Papillion has a relatively young and affluent population of residents who are active and engaged. We are a business-friendly city with the advantage of being located within the greater metropolitan area. We also offer the lowest property tax levy in that three-county metro area. Our sales tax is consistent with our surrounding cities, with a portion invested in our parks and recreation amenities that make our community so attractive. We do not levy any sort of restaurant tax.

In the 2017 National Citizen Survey, 99% of respondents feel very (86%) or somewhat (13%) safe in their neighborhood during the day. Ninety-six (96%) of residents also rate the overall quality of life in Papillion as “excellent” or “good” and rate it as an “excellent” or “good” place to live.
PAPILLION TRADITIONS

_Papillion Days_ is an annual family event drawing thousands of people into Downtown Papillion. Events include Papillion Days Parade, Market in the Park, Beer Fest, Carnival, Kiddie Parade, Pancake Feed, free concerts, fireworks and much more!

_Winter Wonderland_ kicks off the holiday season in Downtown Papillion. The annual event is family friendly and an idyllic small town experience. Activities include carriage rides, visits with Santa, local merchants, lighting of the downtown lights and more.

_Clean-up Days_ are bi-annual events where the City offers residents the chance to discard unwanted items at no charge.

_Papillion Race Series_ hosts six annual athletic events throughout the City.

_Papillion Farmers Market_ includes a variety of food, artistry, and other home-based businesses during the summer season.

And many more seasonal and annual events!

Governance and Organization

The City of Papillion’s government is composed of a Mayor and eight (8) City Councilmembers. City Councilmembers represent four (4) wards. Each elected official serves a four-year term with no term limits. The City Council appoints a professional City Administrator and Deputy City Administrator to implement policies and manage the day-to-day operation of the City. The Deputy City Administrator directly manages multiple departments and an administrative assistant. He or she also fills the role of City Administrator in the short or long-term absences of the City Administrator.

The City has 477 employees (211 full-time, 45 part-time and approx. 212 seasonal) delivering a wide range of municipal services funded by the FY 2019-2020 budget of approximately $88 million. The City of Papillion in a strong financial position and has a Moody’s Investors Service bond rating of Aa1.

The City leverages partnerships to provide excellent service to the community. The municipal Fire Department operates as the Papillion La Vista Fire Department in conjunction with the Papillion Rural Fire District and Papillion Voluntary Fire Department. The City is a partner in the Sarpy County Wastewater Agency and the United Cities of Sarpy County.

The City prides itself on being responsive to its community members, and public involvement in governance is highly encouraged to ensure services meet community expectations and needs. In response, Papillion residents consistently support public tax and bond measures to pay for its services, such as the new Papillion Landing Community Center and Field House opening in 2020.
The selected individual must hold a Bachelor’s Degree in public administration, business administration or a related field. Master’s Degree in public or business administration is preferred.

The individual must have five (5) years of responsible supervisory experience in a municipal environment with an emphasis in public or business administration, or an equivalent combination of training and experience.

ICMA credentialing is a preferred qualification.

**Ideal Candidate**

The next City of Papillion Deputy City Administrator will be an enthusiastic, approachable, visionary leader with high integrity. The ideal candidate will be a decisive, capable manager who is able to support the high level of economic growth happening in the area. This servant leader will go above and beyond to provide the exceptional customer service that residents expect from the organization.

The new Deputy City Administrator will ensure that financial planning, administrative processes, recordkeeping and reporting meet the highest legal and professional standards ensuring the City’s fiduciary responsibility. He or she will expertly navigate financial challenges using cost management strategies, financial policy alternatives, creative public financing strategies and public-private partnerships.

The selected candidate will be an exceptional communicator with the ability to skillfully guide the City Council through the decision making process while remaining neutral. He or she will have the skills and abilities to lead multiple departments, mentor department heads, and facilitate clear communication processed between the Mayor, Council and staff.

The new Deputy City Administrator will be a growth minded individual who has experience with smaller communities experiencing rapid development. They will be fiscally prudent and possess a broad knowledge of municipal finance, proven budgeting skills and long-term strategic planning.

The successful candidate will have the skills, ability and experience to aggressively promote business development and job creation. The chosen candidate will build close working relationships with the business community, ensuring both City policies and personnel are business-friendly without compromising quality or safety.

It will be important for this individual to be highly visible and active in the community, professionally as well as personally. An Deputy City Administrator who genuinely cares and embraces the City’s culture, traditions, and residents will be successful.
The City of Papillion offers a highly competitive salary, dependent on qualifications and experience. The starting salary range for this position is between $89,038—$116,973, depending upon qualifications, with the potential of earning up to $130,939 upon additional City of Papillion experience.

The City provides a generous benefits program including health insurance, dental insurance, life insurance, longevity pay, and paid vacation and sick leave. The City provides eligible employees with a 457(b) Retirement Plan for tax-deferred retirement savings and currently matches up to 8%.

Upon retirement, a management or exempt employee with the City is eligible to remain on the City’s health insurance plan until the age of 65 years old, provided that he or she had 20 years of continued service with the City and reached the age of 60 years old prior to retirement.

Leadership and Innovation

The Deputy City Administrator position is a Management Position, with one of the highest priorities of the position being the responsibility of directly managing and overseeing multiple departments and support staff within the City.

Additionally, the Deputy City Administrator is responsible for assisting the City Administrator in determining strategic and economic forecasts for the City. He or she then assists with the development and implementation of short and long-term plans to meet strategic, performance management and economic development goals and objectives for the City.

He or she will also coordinate the City’s annexation process with the Planning Department through various activities, including but not limited to the preparation of the annual analysis report, ongoing review for potential annexation areas, submittal of annexation recommendations to City Administrator and the Annexation Review Committee, and attend Annexation Review Committee meetings.

The Deputy City Administrator assists with development, preparation and implementation of the City’s annual budget and Capital Improvement Plan (CIP). He or she participates in monitoring the City’s financial condition and forecast of funded needs for capital needs. He or she oversees/manages assigned organizational budgets, monitors and approves expenditures, and implements fiscal and budgetary adjustments.

The Deputy City Administrator monitors the daily operations of the City’s keno operations, maintaining a record of all proceeds and reviewing monthly reports provided by the Finance Department and keno operators to ensure contract compliance.

The Deputy City Administrator participates in contract administration and labor negotiations. He or she establishes and maintains positive public relations and serves as a liaison for the City with other governmental agencies, organizations and businesses.

The Deputy City Administrator performs supervisory functions to direct reports, including performance evaluations and administering disciplinary actions. He or she ensures that departmental activities are performed according to applicable rules and regulations and provides guidance in their continued development.

The Deputy City Administrator leads special projects as they arise and establishes the proper teams to assist in completing the special projects.
APPLICATION PROCESS

Interested applicants, please apply at:
https://www.papillion.org/218/Human-Resources

For more information on this position, contact:
Amber Powers, Assistant City Administrator
apowers@papillion.org
(402)597-2032.

This position is open until filled.

The City of Papillion is an Equal Opportunity Employer and values diversity in its workforce.

Applicants selected as finalists will be subject to a comprehensive background check.