

# City Manager #100

Administration

Minimum of \$135,000.00 annually (DOEE)

SHIFT: 8:00 a.m. to 5:00 p.m.; subject to emergency calls

**POSTED: April 5, 2012--Until filled**

## ESSENTIAL DUTIES

Performs high level administrative, technical and professional work in directing and supervising the administration of City Government.

## MINIMUM QUALIFICATIONS *(Amended)*

### Education and Experience:

- BA/BS Degree in related field and 10 years municipal experience

- Or -

- Master of Public Administration and 7 years municipal experience
- Minimum four years as City Manager or Asst. City Manager in a community of at least 15K population, or General Fund budget of at least \$10M, or at least 100 city employees
- Public employee labor union experience preferred but not required
- Established, verifiable history of successful partnerships with community leaders and related entities

### Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration.
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs.
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- (D) Skill in operation of the listed tools and equipment.

## LICENSING AND CERTIFICATIONS

- (A) Valid State issued Driver's License
  - (B) Residency requirement: residing within the five (5) mile planning radius of the city.\*
- \*See personnel manual for more details.*