

<b>Job Title:</b> City Manager	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Reports To:</b> City Council	<b>Date Updated:</b> March 2018

**Position Summary**

The City Manager serves as the top-appointed executive in the City; is responsible for carrying out the policies and programs determined by and under the guidance of the City Council, including management and oversight of all departments, effectively serving the needs of residents and other stakeholders, in compliance with applicable laws and regulations. Functions specific to this position are derived from the powers and duties identified in 24 V.S.A. §§ 1235-1238.

**Primary Job Responsibilities: To be successful in this position, the following tasks/objectives must be accomplished.**

- 1. Provide direction and management of operational functions and City budget.**
  - a. Plan, organize, control, integrate, consolidate as needed, and evaluate the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and all applicable laws and regulations.
  - b. Develop and recommend adoption of the annual budget, infrastructure and resource plans, and monitor the implementation of adopted budgets.
  - c. Collect delinquent property taxes and sewer utility charges.
  - d. Serve as Emergency Management Director.
  - e. Act as the City’s grant administrator.
  - f. Direct the development of the capital improvement plan and budget for approval.
  - g. Maintain and update as necessary, rules governing purchasing procedures; supervise the purchase of all materials, supplies and equipment as provided in the budget; oversee all contracts necessary for the operation and maintenance of City services.
  - h. At the end of each fiscal year, prepare and submit to the City Council a complete report of finances and administrative activities of the City for the preceding year.
  - i. Present at each City Council meeting budget status report and other reports as requested by the City Council.
- 2. Plan, organize, direct and administer the executive and administrative activities and personnel of the City ensuring smooth workflow, positive public relations and employee morale.**
  - a. Establish performance requirements, personal development targets and plans, evaluate and monitor City employee performance, and provide coaching for improvement and development.
  - b. Establish a pay and compensation philosophy and policy to guide administration of compensation.
  - c. Provide compensation and other rewards to recognize performance and take disciplinary action, up to and including termination.
  - d. Work with department heads to develop and retain highly competent staff through selection, compensation and effective management practices.
  - e. Direct comprehensive, effective human resources management programs, policies and systems.
  - f. Direct improvement of management systems and processes to improve City operations.
- 3. Maintain an engaged relationship with the residents and stakeholders of the City.**

- a. Assess community and citizen needs and ensure City objectives and priorities address such needs effectively, efficiently and with high-quality municipal services.
- b. Provide leadership to ensure a high-performance, service-oriented work environment; direct initiatives to address unmet needs and improve quality of service.
- c. Participate in regional and state meetings and conferences to stay abreast of trends and technologies related to municipal programs and operations.
- d. Represent the City at professional and community organizations, and maintain good working relationships with community constituencies.
- e. Oversee the preparation of materials for dissemination to the media and the public.
- f. Provide leadership for projects and programs that may be highly sensitive, political or controversial.

**4. Establish and maintains an effective relationship with the City Council to develop long-range plans, and act as liaison for the City Council in legislative and legal matters.**

- a. Develop City Council meeting agendas with the Mayor and prepare and present supporting documentation to the City Council.
- b. Attend and participate in all City Council meetings, unless otherwise excused.
- c. Develop and implement programs to achieve City priorities, working closely with a variety of public, private and community organizations.
- d. Prepare analyses and recommendations on public policy, and proposals for action on current and future City needs.
- e. Monitor legislation pending in the General Assembly, interpret City ordinances, codes and relevant local, State and federal laws to ensure compliance.
- f. Oversee the disposition of all formal complaints and lawsuits filed against the City.

**Requirements (Education / Training / Experience)**

- Bachelor's degree in Business Administration or related field, Master's of Public Administration preferred; ten years progressively responsible management and administration experience in a municipal government; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.
- Thorough knowledge of municipal management including financial administration.
- Knowledge of the organization and function of an elected City Council.
- Knowledge of sewer and storm water management preferred.
- Working knowledge of zoning administration on a municipal level.
- Prior experience working with State and federal programs.
- Skilled in the use of computers; knowledgeable in Word and Excel.
- Valid driver's license.
- Must reside within the ANWSD within 180 days of hire.
- Must be able to work a flexible schedule – on-call 24 X 7.

**Competencies - To perform the job successfully, an individual should demonstrate the following competencies:**

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Public Service - Manages difficult or emotional situations with the public; solicits feedback to improve service; responds promptly (within 3 days) to requests for service and assistance; meets commitments.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently to meet deadlines; plans for additional resources; sets goals and objectives; organize and schedule other people and their tasks; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes and services.; continually works to improve supervisory skills.

**Working Conditions & Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Predominately active position; frequently required to walk; sit for long periods of time; climb, stoop, kneel, crouch or crawl.
- The employee is required to regularly use hands and fingers; talk and hear;
- The employee is occasionally exposed to rain, snow, ice, heat, cold or other extreme weather conditions.
- Occasionally exposed to moving mechanical parts, roadside danger, loud noise and vibration.

### **Disclaimer**

This job description is intended to describe the general nature and level of the work being performed by people assigned to this role and is not an exhaustive list of all duties and responsibilities. The City of Vergennes reserves the right to amend and change responsibilities to meet the City's needs as necessary.