

Job Posting

Posted 02/16/2023



CITY MANAGER

ELECTRONIC SUBMISSION ONLY

POSTING DATE: 02/16/23

CLOSING DATE: 03/06/23

SALARY RANGE: \$95,000 - \$109,000

STATUS: Exempt - Full Time

REPORTS TO: Mayor and City Council



GENERAL PURPOSE:

Under the policy direction of the Mayor and City Council, serves as the Chief Administrative Officer of the City; provides direction and general management for the administration and operation of each department within the City; responsible for the implementation of all policies set by the City Council; coordinates City business with various programs, officials, and outside agencies.

ESSENTIAL JOB FUNCTIONS:

1. Directly responsible for accomplishing the goals and objectives of the Mayor and City Council and ensuring that the City is provided with the desired and mandated services in an effective and cost-efficient manner.
2. Oversee all administrative activities for the City; supervises the activities of all City departments.
3. Provides advice and consultation to the Mayor and City Council on the development of City policies, programs, and services.
4. Reviews and applies for all available County, State, and Federal grants that fall within the strategic plan of the City.
5. Directs and participates in the preparation and administration of the City's budgets; keeps the Mayor and City Council advised on financial conditions, program status, and present and future needs of the City.
6. Reviews and evaluates program service delivery within the City; identifies opportunities for improvement and implements changes to operating procedures to enhance services.
7. Provides direction on the City Council Meeting agendas; coordinates and presents staff reports to the Mayor and City Council; represents the Mayor and City Council to employees, residents, the business community, and other governmental agencies; responds to complaints and requests for information.
8. Serves as City Personnel Officer and directs the implementation, maintenance, and enforcement of City personnel rules and regulations; advises the Mayor and City Council on Staff appointments; supervises, trains, and evaluates assigned staff members.
9. Attends, represents, and participates in professional and community meetings as necessary; serves as the City's representative on a variety of boards and commissions.
10. Stays informed on issues that directly or indirectly affect the City; resolves sensitive and complex community inquiries, issues, and complaints.
11. Establishes and maintains positive working relationships with representatives of community organizations, state and local government agencies, the business community, City staff, and the general public.
12. Perform other related functions as assigned by the Mayor and City Council.

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MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from college with a bachelor's degree (master's degree preferred) in business, public administration, or other related fields.

AND

B. Four (4) years of progressively responsible experience in municipal management.

OR

C. Any equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices, and procedures; municipal organizations and department operations, including applicable laws and regulations; budgeting, accounting, and related statistical procedures; various revenue sources available to local governments including state and federal sources. Considerable knowledge of state laws as they apply to city management practices, human resource management practices, and procedures.

Considerable skill in resolving disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct, and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the Mayor and City Council, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

Employment Agreement to be negotiated.

Must possess a valid state of Utah diver license.

Must be bondable.

WORKING CONDITIONS:

This position requires work to be done in person and on-site. Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Periodic travel required in normal course of job performance.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, or knowledge, skills & abilities assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s).

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TO APPLY:

Qualified applicants must submit a completed employment application online at www.fruitheightscity.com. Fruit Heights City is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, gender, national origin, religion, age, marital status, disability, genetic information, veteran status, or any other status protected under local, state or federal laws. We make reasonable efforts to provide reasonable accommodation to disabled candidates.

NOTE: All Fruit Height's employment is conditional upon passing a pre-employment drug test and background check following a conditional offer of employment. Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

The closing date may be extended by the City, or the application process re-commenced, upon the City's determination that the pool of applicants received by the original termination date is unacceptable in terms of quality and/or quantity, and that such an extension may increase the pool of qualified applicants to be considered by the City.

BENEFITS:

- Medical Insurance
- Dental Insurance
- Long-Term Disability
- Life Insurance
- Retirement with Utah State Retirement System
- Vacation Leave
- Sick Leave
- 13 Holidays

