



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
Background Information			
Requested Action			
City Manager and/or Finance Review			
Council Vote/ Action Taken			
Departmental Follow-Up			

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____ _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

City Manager Gardiner, Maine

The City of Gardiner Maine is seeking an experienced, professional leader for its next City Manager. A welcoming New England community of six thousand residents, Gardiner sits on the banks of the beautiful Kennebec River in the heart of Maine. At 20 minutes from Maine's capital, Augusta, and one hour from the largest city, Portland, Gardiner is a gateway to the seacoast, inland lakes, and mountains.

Gardiner operates under a Charter with a Mayor /City Council/City Manager form of government. Four (4) members of the Council are elected from districts and the Mayor and three (3) Council members are elected at-large. All terms are for 2 years. Gardiner is an important regional service center in Kennebec County with 62 full time and 6 part time employees supported by an annual budget of \$7 million dollars including Police, Fire, and Library. The City also operates an Ambulance Enterprise budget of \$2.1 million and a Wastewater Enterprise budget of \$2 million. Gardiner is the largest member of RSU/MSAD 11 School District which includes 3 other towns.

The ideal candidate should be a dynamic and experienced leader, with strong, well-rounded leadership and management abilities to promote a collaborative and visionary organization. Their ability to lead with integrity, honesty, openness and humor, combined with creative problem solving will be essential. A thorough understanding of Council-Manager government roles is important, with desired attributes and skills including professionalism, neutrality, approachability, small team management experience, strong economic development knowledge, strong public finance/budgeting proficiency, familiarity with human resources and unions, excellent communication skills, ability to promote strong intergovernmental relationships and community engagement. A willingness to serve as an active, positive representative of and advocate for the City is essential. The successful candidate is expected to become an active member of the community. **Residency in Gardiner is desired but not mandatory.**

The Council prefers candidates with a minimum of 5 years of demonstrated municipal management experience or similar related public or private business experience.

Applicants will possess a bachelor's degree in public or business administration or a closely related field with a master's degree preferred. Salary range is \$115,000 to \$125,000 and actual pay will be determined based on experience and qualifications.

Submit cover letter, resume, salary requirements and five (5) references electronically by: **Tuesday September 17, 2024 to**

Gardiner Manager Search
Eaton Peabody Consulting Group
Attn: Don Gerrish
77 Sewall Street, Suite 3000
Augusta, Maine 04330
Email: dgerrish@eatonpeabody.com
Telephone: 207-622-9820

The City of Gardiner is an Equal Opportunity Employer

Gardiner City Manager Job Description

DRAFT 6.24.25

General Purpose

The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Council in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Council.

Typical Duties

- Conducts comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- Along with the Mayor, prepare the council meeting agendas and supporting materials; present recommendations to the council; and respond to questions and direction from City Council.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Council fully informed on matters related to the financial condition of the city.
- Write, authorize, and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations with permission from Council.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Responsible for the full range of supervisory activities for direct reports including staff selection, training, evaluation, counseling, and termination.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- Develop and implement capital improvement and strategic plans for a wide range of municipal activities.
- Work with department heads to design, evaluate and administer departmental programs and services.
- Be a visible part of the Gardiner business community, building strong and positive relationships with business owners.

Knowledge and Skills

- Experience working in a municipality or similar governmental organization
- Knowledge of principles and practices of municipal administration and organization to formulate and implement strategic initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Knowledge of current social and economic trends as well as operating challenges of municipal government.

Experience Working at A Senior Management Level

- Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of the practice of evaluating programs, policies, and operational needs.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.

Clear and Effective Communicator

- Experience communicating with senior officials, staff, and the public on complex issues.
- Ability to identify and respond to the public and City Council issues and concerns.
- Keeps the Mayor and Council up to date on city challenges and opportunities.
- Skilled in writing letters to the public, notices, and press releases that are easily understood by the public.