

Gardiner City Manager Job Description

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. The City of Gardiner does not have administrative support for this position, the successful candidate will be highly skilled in using office technology, self-supported in completing tasks, and is expected to have a hands-on approach.

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 and the public.
- 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.
- Authorize and assist with writing and preparations for grant proposals ensuring all requirements for funding and operations can be met within City policies. Oversee grant administration and implementation.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City on 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. Attend community meetings as needed.

Knowledge and Skills

- Experience working in a municipality or similar governmental organization.
- Experience with negotiating union contracts.
- 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 emails, letters, notices, and press releases that are easily understood by the public.

Education and Experience

- Bachelor's degree in public administration, economics, business administration, or related fields is required. Masters degree in a relevant subject area is preferred. Two – four years of relevant work experience may be considered in lieu of advanced degree.
- The City is seeking someone with a minimum of 10 years of municipal or similar experience with increasing responsibilities for supervision and budgeting over that span.