

City of Newton Falls

Job Description

CITY MANAGER

NATURE OF WORK:

A full-time salaried position, appointed by and working under the direction of the Newton Falls City Council. Shall have all the powers and perform all the duties as may be provided by the Charter of the City of Newton Falls, Ohio. Acts as the City's chief administrative officer. Is responsible for the day-to-day administration, coordination, supervision, & management of the City's affairs.

EXAMPLES OF WORK:

- ❖ Shall in accordance with all applicable laws appoint, suspend and remove all officers and employees of the City under his jurisdiction.
- ❖ Is responsible for the enforcement of the contracts & ordinances of the City and the laws of the State of Ohio.
- ❖ Makes recommendations to Council concerning the affairs of the City, as he/she deems appropriate.
- ❖ Keeps Council advised of the financial condition and future needs of the City.
- ❖ Prepares & submits an annual report and such other reports as may be required by Council.
- ❖ Issues all licenses & permits pursuant to ordinance.
- ❖ Performs all the other duties prescribed for him by the City's Charter or as may be imposed upon him by Council.
- ❖ Is entitled to sit with the Council in all commissions of the City and take part in any discussion, but shall have no vote, except that the Manager shall not be entitled to sit with either the Civil Service Commission or the Charter Review Commission.
- ❖ Shall prepare & submit to Council by December 15th of each year the City's proposed annual budgets (operating & capital improvements) for the next calendar year.
- ❖ Shall administer the appropriations adopted by Council.
- ❖ Shall act as the City's purchasing agent.
- ❖ Shall sign all contracts, bonds & notes on behalf of the City.
- ❖ Is not eligible for overtime pay or compensatory time off.
- ❖ Attends such other meetings, as may be directed by Council.
- ❖ May be directed by Council to negotiate contracts on behalf of the City, subject to ratification by Council.
- ❖ Represents the City in a wide variety of deliberations & interactions with other governmental, private and private non-profit organizations.
- ❖ Evaluates assigned personnel.

DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE & ABILITIES:

- ❖ A master's degree in business or public administration from an accredited university.
- ❖ The ability to gain a thorough knowledge of the geography of the city & surrounding areas.
- ❖ A working knowledge of applicable federal, state and local statutes.
- ❖ Advanced management & supervisory skills in an organized labor environment.
- ❖ Five (5) or more years of experience in a similar position as a C.A.O. in the public sector.

REQUIRED SKILLS, KNOWLEDGE, EXPERIENCE & ABILITIES:

- ❖ A bachelor's degree in business/public administration, accounting, engineering, law, urban studies/geography or a similar field from an accredited university; and a minimum of three (3) years of experience in a municipal department head-level management position; OR any equivalent combination of education & experience.
- ❖ Outstanding personal integrity.
- ❖ Has never been convicted of a crime, other than a minor traffic violation.
- ❖ Excellent communications, arithmetic, analytical, management, and supervisory skills.
- ❖ Able to understand complex verbal & written work assignments.
- ❖ Able to plan, organize, prioritize, supervise, and successfully complete multiple assignments within established deadlines.
- ❖ Able to work well with others.
- ❖ Able to work well under pressure.
- ❖ Courteous and professional at all times in dealing with the general public.
- ❖ Able to motivate and lead subordinates.
- ❖ Excellent physical health.
- ❖ Possesses and maintains a valid Ohio motor vehicle operator's license.
- ❖ Displays initiative and dependability.