

VILLAGE OF NEWTON FALLS

The Village of Newton Falls, OH is seeking qualified applicants for the position of City Manager.

Applications will be accepted until the position is filled. Interested applicants should send a letter of interest and resume to the Newton Falls Clerk of Council at cityclerk@newtonfallsoh.gov.

City Manager

POSITION DESCRIPTION

NATURE OF WORK:

A full-time salaried position, appointed by and working under the direction of the Newton Falls City Council. Shall have all of the powers and perform all of 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.

MINIMUM 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.

A competitive salary based on experience and qualifications will be negotiated.

FULL JOB DESCRIPTION AVAILABLE UPON REQUEST.

The position includes medical benefits, paid vacations and sick leave, and Ohio Public Employees Retirement System (OPERS) contributions. Equal Opportunity Employer.