

City Manager Job Description

Effective Date: DRAFT Dated February 3, 2022

Organization: City of Barre, Vermont, USA

Position Title: City Manager

FLSA Classification: Exempt

Supervisor: City Council

Summary/Objective

The City Manager of the City of Barre, Vermont is the municipality's chief administrative officer and is responsible for the day-to-day operations of the City. Pursuant to the Charter of the City of Barre and 24 V.S.A. Chapter 37, the City Manager shall have general supervision of the affairs of the City, be the administrative head of all departments, and be responsible for the efficient administration thereof.

The Manager is supervised by a City Council consisting of six elected Councilors and one elected Mayor, and has broad responsibility in the following areas: developing and overseeing the City budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, and public relations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensures the efficient and effective delivery of city services under broad policy guidance from the Council [CD1] .
- Attends all meetings of the City Council except as provided for in the City Charter.
- Ensures the Council is informed of financial conditions, current and future needs of the City, and makes reports as may be required by law, charter, ordinances or may be requested by Council or deemed to be in the best interests of the City.
- Confers regularly with City officials, department heads and personnel to plan, coordinate and evaluate activities, projects, policies, systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems.
- Oversees all aspects of personnel administration and exercises charter-granted authority with respect to personnel decisions, rules, regulations, policies and procedures in conjunction with the Human Resources Administrator.
- Manage relations with tenants of municipal properties.

- Overall responsibility to create a work environment that is diverse, fair and equitable.
- Prepares City annual budget in collaboration with staff for submission to the Council, presents proposed budget to the Council, monitors revenues and expenses for all fund budgets, performs cost control activities, and administers capital planning and capital budget programs.
- Assists the Council with their policy-making process by identifying unmet needs; researching, analyzing, and recommending possible solutions; and providing the Council with professional advice.
- Prepares the agenda and related materials for Council meetings
- Ensures that City staff are receiving regular training and being regularly evaluated on work performance.
- Ensures that City volunteers receive regular communication and training on relevant matters (e.g. public records and open meeting law).
- Oversees the compilation and distribution of the annual report on the finances and administrative activities of the City for the fiscal year.
- Serves as the principal representative of the City in all matters, including meetings with county, regional, state, and federal officials unless otherwise directed or delegated.
- Ensures that the City is represented on boards and commissions of regional authorities and municipalities.
- Regularly informs the Council of the general affairs of the City, including departmental operations, activities of other committees, boards and commissions, emerging policy issues, administrative actions, and short and long range needs.
- Maintains working relationships with State officials and local legislators.
- Appoints and removes all employees in accordance with City personnel policies, relevant statutory requirements, and City Charter.
- Serves as primary contact with City attorney(s); coordinates communication between the Council, counsel, and any relevant boards or commissions.
- Serves as the principal City liaison with the media, community groups and residents, including social media and the website.
- Serves as the general purchasing agent of the City; oversees the purchasing of all supplies, materials and equipment for all departments in collaboration with the department heads and other City personnel as necessary.
- Serves as chair of the team responsible for negotiating collective bargaining agreements.
- Oversees grant administration and overall responsibility for allocations of grant program funds and program management.
- Supports the coordination of activities between all City employees and departments, as well as City bodies (i.e. boards and commissions) and performs other such duties as may be directed by the Council or situation, not inconsistent with the law, ordinances or the Employment Agreement.
- Coordinates emergency management & disaster response resources according to existing emergency management planning and governing structures.
- Maintains ICMA membership and adheres to its [code of ethics](#).

Necessary Knowledge, Skills and Abilities

- Bachelor's degree in public administration, business or other appropriate discipline, master's degree preferred, eight or more years experience in public management and financial administration or any equivalent combination of education and experience, with some at a senior level.
- Proven management experience in a multi-functional organization;
- Thorough knowledge of personnel management practices and legal requirements.
- Thorough knowledge of the principles and practices of municipal administration and policy.
- Thorough knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of strategic planning and implementation.
- Working knowledge of municipal government procedures and operations.
- Working knowledge of municipal finance, human resources, municipal planning, community & economic development, public works, water and wastewater, public safety, recreation, cemetery administration, and intergovernmental and legislative relations, demonstrated ability to exercise independent judgement and discretion in making administrative decisions related to matters of significance when carrying out City policy, and in overseeing the operations of City departments
- Working knowledge of public administration in a Dillon's Rule state.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Demonstrated ability to prepare and manage budgets, maintain detailed records and related confidential information such as personnel records, requests for proposals, contracts, and negotiating positions.
- Demonstrated ability to establish effective working relationships with employees and the general public.
- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated ability to lead effectively, delegate tasks and assign responsibility to staff to effectively utilize the City resources.
- Working familiarity with information technology in public administration.
- ICMA Membership, ICMA Credentialed Manager preferred

Supervisory Responsibility

- Administrative and functional supervision, direct and indirect, of all City employees (except elected and Council-appointed officials)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS			
<ul style="list-style-type: none">• Employee is responsible for wearing and maintaining personal protective equipment when needed.• This job requires the ability to stand for extended periods of time.• This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts). Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.• This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-workers/supervisors/customers, and to recognize audible warning devices from trucks and equipment.• Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.• Work frequently occurs in confined areas.• The noise level in the work environment is sometimes loud.			
Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Occasionally performed
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently

Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Rarely performed
Lift over 50 lbs.:	N/A	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed		
Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:	
Reach below shoulder height:	Performed frequently	Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	

Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Internal

Work is normally performed in a climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External

Limited external work may be required on occasion with limited exposure to hazardous conditions. Occasional exposure to inclement weather conditions may be required.

Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m with a 1 hour lunch. Due to the nature of the position, evening and limited weekend meetings will be required.

Travel

Local travel may be required between facilities, parks, job sites or to vendors. Occasional travel to other locations in the state for meetings or conferences.

Additional Eligibility Qualifications

City Charter stipulates that the City Manager must reside in the City of Barre. The successful candidate that resides outside of the City of Barre will have up to twelve months to relocate to the City. Under certain circumstances the City Council may grant an extension.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States.

Must be able to get to and from work on a consistent basis.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the City Council:

Mayor _____

Ward 1 Councilor _____

Ward 1 Councilor _____

Ward 2 Councilor _____

Ward 2 Councilor _____

Ward 3 Councilor _____

Ward 3 Councilor _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Many of the following changes are to standardize the verb tense formatting. Other things to be standardized include use of the words "Council" and "City". Should they always be capitalized, or never be capitalized?