

City of Essex Junction, Vermont
Job Classification Description
CITY MANAGER
GRADE 14
Starting Salary Range: \$105,000-\$130,200
(Salary commensurate with experience)

BASIC FUNCTION

To manage and administer all functions, services and activities of City government in accordance with the provisions of the City Charter, state law, and under the policy direction of the City Council.

CHARACTERISTICS

The Manager shall set the tone for the culture of the City government in terms of how it positively interacts with City residents. The Manager shall foster a warm, welcoming environment that is focused on high quality customer service and interactions, demonstrating the City's commitment to serving the community.

The Manager will advocate for and implement practices, policies, and interactions that promote diversity, equity, and inclusion.

The Manager (or their designee) will directly guide, lead, coach, and supervise all City department heads, and indirectly provide leadership for approximately 50-60 full-time and regular part-time City employees. The Manager will plan and conduct training programs, staff meetings, and provide and promote professional development opportunities for staff. The Manager will confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.

The Manager will serve as a principal City liaison, in conjunction with members of the City Council at times, to community groups, residents, government agencies, other municipalities, local businesses, contractors, consultants, attorneys, media, and others outside City government. The Manager will play an active role in representing the City in regional and state-wide initiatives.

The Manager will demonstrate commitment to the City of Essex Junction's mission and values as determined by residents and the City's various boards and commissions.

The Manager will perform professional municipal management duties of a highly complex and responsible nature, requiring considerable judgment in making administrative decisions, in carrying out municipal policy, and in overseeing municipal activities. The Manager will need to use good judgment and discretion, as they will have access to extensive city-wide confidential information, including personnel records, negotiating positions, and confidential investigations.

RESPONSIBILITIES

The Manager shall be the chief administrative officer of the City of Essex Junction. The Manager shall be responsible to the Council for the administration of all City of Essex Junction affairs placed in the Manager's charge by or under the City Charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes:

- a. The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this Charter for cause, except as otherwise provided by law, this Charter, collective bargaining unit contracts, or personnel rules adopted pursuant to this Charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. §495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.
- b. The Manager, or their designee, shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this Charter or by law.
- c. The Manager shall recommend hiring of a City Attorney with Council approval and shall hire special attorneys as needed.
- d. The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to § 301(b)(4) of this Charter.
- e. The Manager shall see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- f. The Manager shall prepare and submit the annual budget and capital program to the Council.
- g. The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.
- h. The Manager shall make such other reports as the Council may require concerning the operations of City of Essex Junction departments, offices, and agencies subject to the Manager's direction and supervision.
- i. The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.
- j. The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.
- k. The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this Charter, the Vermont statutes, or the Council members.

- l. The Manager shall perform such other duties as are specified in this Charter or in State law, or as may be required by the Council.
- m. The Manager shall fix the compensation of City employees.
- n. The Manager shall recommend appointment of the City Clerk annually, with Council approval.
- o. The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the City and of the employees. These rules and regulations must be approved by the Council and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.
- p. With support from the finance department, the Manager shall submit to the Council a budget for review before the annual City Meeting or at such previous time as may be directed by the Council. The budget shall contain:
 - 1) An estimate of the financial condition of the City as of the end of the fiscal year.
 - 2) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
 - 3) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.
 - 4) A capital budget for no fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
 - 5) Such other information as may be required by the Council.
- q. The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget. The capital program shall include:
 - 1) A clear general summary of its contents;
 - 2) A list of all capital improvements which are proposed to be undertaken during no fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;
 - 3) Cost estimates, method of financing, and recommended time schedules for each such improvement; and
 - 4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
 - 5) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

SUPERVISION RECEIVED

In all matters, the Manager shall be subject to the direction and supervision of the City Council and shall hold office at the will of the City Council.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all City employees.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor’s degree in appropriate discipline, plus 4 to 6 years in municipal administration, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Thorough knowledge of municipal finance, budgets, personnel policies and practices, collective bargaining, state and federal agencies as they relate to municipal government, charter and policies, federal and state laws. Substantial management skills to direct the work of professional and non-professional subordinates. Ability to represent the City appropriately and effectively. Ability to perform organizational tasks as needed. Ability to work with employees and the general public under conditions of stress.
- Must be able to accept constructive suggestions for improvement and have the ability to communicate and work well with others.
- Excellent planning, organizational, administrative, personnel and budget management skills.
- Excellent writing, research, analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Demonstrated ability to deal effectively with, and represent the City to, a wide range of individuals and groups outside City government, as well as City officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- Ability to attend night meetings regularly. Ability to travel to meetings in other parts of the state.
- Demonstrated ability to build teams that efficiently serve the public and are effective at implementing the City Council’s policies.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that the City Council has the right to assign job duties and may update the job description from time to time.

Signature: _____

Date: _____