

CITY MANAGER

The City of Napoleon is currently accepting applications for the position of City Manager. This position is responsible for the administration of the various functions of government as stated in the City Charter supplemented by policies established by City Council. A valid Driver's license is required. This is a full-time position with a starting annual salary of \$90,000 to \$120,000 depending on experience. Applications and job description may be obtained beginning Friday, October 28, 2022 between 7:30 a.m. – 4:00 p.m. from the City of Napoleon's Administration Building, 255 W. Riverview PO Box 151, Napoleon, Ohio, 43545 or downloaded from the City of Napoleon's website under Human Resources. (www.napoleonohio.com). A properly completed application must be returned to the above address with a **Resume and Cover Letter** by 4:00 p.m. on Thursday, November 10, 2022 to be considered. Applications submitted without following the above requirements will not be considered for employment. The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon
CITY MANAGER

DEPARTMENT: Administration
REPORTS TO: City Council
FLSA STATUS: Salaried (Exempt)
CIVIL SERVICE: Un-Classified (Non-Competitive)
UNION: Non-Bargaining
PREPARED BY: Brittany Roof, Human Resources Director
APPROVED BY: Joel Mazur, City Manager
Billy Harmon, Law Director
Kevin Garringer, Finance Director
Jason Maassel, Mayor
City Council
APPROVAL DATE: 09/20/2022

SUMMARY

The City Manager serves as the chief administrative and executive officer of the City with responsibility for the administration of the various functions of government as stated in the City Charter, City Ordinances, and as supplemented by policies established by City Council.

Oversees the Department of Management, and has managing duties including hiring, firing, directing and evaluation of employees, setting rates of pay, determining work techniques, and determining appropriate levels of budgets, personnel, and equipment for the departments.

The City Manager works at will under the general guidance and direction of City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The City Manager will be a strategic planner who can work closely with Council to help craft and implement the City's vision and utilize best practices in all areas of governance to help Napoleon achieve its goals.

Assumes responsibility for professionally and effectively overseeing and coordinating general operations of the City.

- Plans, directs, and reviews the overall operations of the City, ensures each department, division, and office is providing adequate service to the citizens of Napoleon.
- Keeps management and elected officials informed of significant internal and external developments.
- Selects, appoints, and removes subordinate officials and employees.
- Prepares annual budget and otherwise keeps the City Council advised of the financial condition of the City, including the status of major projects and programs.
- Prepares periodic and special reports concerning the activities of municipal government.
- Attends various meetings of City Council and its committees, boards, and commissions.
- Directs staffing required for studies and queries requested by Council.

- Represents the city concerning intergovernmental relationships involving neighboring counties and cities.
- Attends professional meetings and otherwise keeps abreast of modern developments in municipal government.

Assumes responsibility for City's economic development function.

- Meets and/or corresponds with various economic development prospects.
- Promotes the City's economic development programs.
- Maintains constructive relationships with members of the development community including: property owners, developers, residential and commercial real estate developers, as well as governmental and nongovernmental economic development and trade associations.
- Reviews and recommends direction on issues concerning economic development projects & incentive packages for new proposed development projects.

Assumes responsibility for establishing and maintaining effective communication, coordination, and working relationships with the press, public, Mayor and Council, and employees.

- Serves as liaison to and maintains working relationships with community organizations, which could include serving on boards and commissions not in conflict with conducting City business.
- Delivers speeches and communicates topics concerning City government before lay and professional groups.
- Hears and investigates citizen and other complaints, and initiates resolution.
- Conducts staff meetings and encourages department heads in self-development in management techniques and studies in their fields of work.
- Serves as administrative hearing officer.
- Participates in various human relations and labor relation activities. Is responsible for union relations, grievances, negotiations, and contracts.
- Keeps elected officials informed of significant problems and of progress attained in reaching established objectives through various means including routine administrative notes.

Assumes long range planning function in diverse areas of concern.

- Trains and is responsible for City's Emergency and disaster operations.
- Assures financial contract obligations are met and represents City at rating agencies along with fiscal officer.
- Oversees long-range development of the City in terms of growth, financial stability, quality of services delivered, physical facilities, etc.
- Does enterprise fund management including rate and fund balance requirements.

Assumes responsibility for related duties as required or assigned.

- Performs a wide variety of related administrative tasks.
- Any other tasks or duties as assigned by the Charter, the Codified Ordinances of the City of Napoleon, or any policies set by City Council.

PERFORMANCE MEASUREMENTS

- Maintains an active and positive presence in the community.
- Plans, develops, and implements administrative policies, rules, regulations, procedures, and budgets.

- Works in conjunction with department heads to ensure that all laws and ordinances of the City are enforced.
- Coordinates, plans, and budgets for the effective delivery of all Administrative and Safety Services.
- Effectively contributes in overseeing labor management functions.
- Achieves measurable economic growth.
- Represents the City with other governmental agencies and officials.
- Informs management of departmental activities.
- Identifies threats and opportunities for the City.

QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of modern principles of public administration as applied to municipal government.
- Ability to plan and coordinate the many simultaneous functions and activities of City government.
- Provide sound judgment and make wise decisions based upon best practices.
- Manage and plan for change and provide leadership for the city.
- Approach all matters with a focus on customer service for the benefit of the City's residents.
- Effective Communicator.

EDUCATION AND/ OR EXPERIENCE

- Demonstrated experience in municipal government in a supervisory or management role.
- Graduation from a college or university of recognized standing, preferably with an advanced degree in public administration or a related field with considerable experience; or any equivalent combination of leadership and management experience and training that provides the required knowledge, skills and abilities.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- Able to frequently convey detailed or important instructions or ideas accurately and quickly, either verbally or in writing.
- Able to receive ordinary information and communicate effectively.
- Average, ordinary visual acuity necessary to prepare or inspect documents.
- Sedentary work; sitting most of the time. Exerts up to 10lbs of force occasionally.
- Must be able to make moderately complex mathematical calculations and interpret data.
- Must be able to understand, carry out, and direct complex oral and written directions.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disable individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardship on the City.