**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 1,000 – 2,499**

City Manager

An elected mayor and four council members govern the city. The City Manager is the chief administrative officer responsible for the city’s daily operation with direct oversight of all city departments, including: Public Safety, Finance/Administration, Public Works, Recreation and City Clerk. The City Manager reports to the council.

Five years of progressive experience in city management is desired. Applicants should provide evidence of leadership in managing change and crafting community initiatives. In addition, the successful candidate will possess a strong ethical compass, an ability to communicate vision as well as tactical goals and a capacity to traverse a political environment with direct experience with elected officials.  An ability to collaborate with regional partners is also required, with an emphasis on relationship building and identifying resources. Core skills include a working knowledge of financial statements, including trend assessment and forecasting; organizational skills with an eye for efficiencies and the role of technology in that process; communication skills (both oral and written); excellent interpersonal skills and a passion for customer service. Experience in water and waste water operations will be a plus. The successful candidate has a bachelor’s degree from an accredited institution of higher learning; an MPA is desired.

Application materials should include a cover letter addressing how the candidate’s experiences match the position requirements; a resume; candidate’s contact information (phone and email) and the names, titles, addresses, business and home telephone numbers, and e-mail addresses of three references. Submission of these materials as PDF attachments is strongly encouraged.