

City of Crisfield
City Manager Job Description

PURPOSE OF THIS POSITION

- City resources are utilized effectively and efficiently to attain or maintain the highest practicable level of service on behalf of City residents, consistent with the current City budget
- City activities are conducted in accordance with the City Charter, Ordinances, federal, state and local laws, regulations, codes, policies and procedures, and with accepted professional standards and principles that apply to employees providing said services, and
- The approved budget is managed in accordance with established fiscal protocols.

*The Mayor and City Council and City Manager shall see that the ordinances of the City are faithfully executed and shall be respectively the Chief and Deputy Executive Officers, and the City Manager shall be the head of the administrative branch of City government.

* The City Manager shall report to the Mayor and City Council each year on the condition of municipal affairs and make such recommendations as he or she deems proper for the public good and welfare of the City.

DELEGATION OF AUTHORITY

- The City Manager is given the authority, responsibility, and accountability by the City Charter necessary for carrying out his or her assigned duties.

MAJOR DUTIES AND RESPONSIBILITIES

- The City Manager shall assume responsibility for satisfactorily performing Administrative, Personnel (Human Resources/Labor Relations), Planning, Financial Management, including the acquisition of federal, state and private grant funding, and community outreach activities. Following are examples of some of those responsibilities in each area. Please note that there will be other duties assigned.

ADMINISTRATIVE ACTIVITIES

- Supervises/manages functions in all City Departments, with the exception of Schools/Education
- Confers with the Mayor and City Council concerning budgetary, issues, as necessary.
- Annually reviews the City Hall organizational structure to ensure the continued efficient provision of quality services.
- Ensures that current, accurate records are maintained in each Department; submits requested reports to the Mayor and City Council.
- Demonstrates a commitment to the provision of quality services on behalf of residents and personnel.
- In conjunction with the Mayor and City Council, develops, maintains, and periodically assesses the need for new and/or revised policies, procedures and related forms for each City Department.
- Explains and/or clarifies City policies and procedures to Department Heads and other personnel and City residents as requested or as necessary.
- Ensures the development and maintenance of collaborative relationships with all City Departments.
- Treats employees fairly, with dignity and respect.
- Completes and dates required reports, forms, evaluations, studies, etc., and enters information in records, reports, and other required documents in a clear, concise, pertinent, accurate, objective and timely manner.
- Develops, implements, and maintains, in conjunction with the Mayor and City Council and Department Heads, an ongoing Quality Improvement Plan for the City which shall include:
 - identification and monitoring of indicators of quality services and activities
 - evaluation components which shall include representation from City residents and all City Departments' assessments and analysis of performance, and
 - changes and improvements based upon a written improvement plan for each Department
- Works independently and cooperatively with City personnel and the Mayor and City Council to achieve goals and objectives.
- Has the capacity to instill a team building approach among City employees to solve problems and enhance services to City residents.
- Demonstrates an ability to consistently exercise appropriate judgment.
- Develops contractual agreements with providers, consultants, and other entities; consults with the Mayor and City Council prior to finalizing agreements, as necessary.

PERSONNEL (HUMAN RESOURCES/LABOR RELATIONS) ACTIVITIES

In accordance with Federal and State Laws and Regulations, as well as the City of Crisfield established Human Resource policies and procedures, the City Manager:

- Ensures the confidentiality of all employee information.
- Directly supervises Department Heads and other personnel as required. Completes required performance evaluations after reviewing performance, attendance, tardiness, and all other relevant information.
- Is responsible for administering all policies and procedures in a fair and equitable manner.
- Ensures that Department Heads establish and maintain necessary and adequate filing systems and that personnel record information is kept in accordance with federal and state laws and regulations and City Personnel Policies and Procedures.
- Reviews and manages (or assigns an appropriated third party to do so when necessary) the resolution of complaints and grievances made or filed by personnel.
- Responds to the complaint or grievance in accordance with Personnel Policies and Procedures.

FINANCIAL MANAGEMENT ACTIVITIES

- Works closely with the Director of Finance to ensure that complete and accurate records of the City's financial status, controls, transactions, and administrative activity are maintained and reasonably available as required by law.
- Prepared, in conjunction with the Finance Department Mayor and City Council, a long-range financial management plan.
- Works with the Finance Department to prepare and render reports to the Mayor and City Council as required or requested.
- Applies for and administers federal, state and private foundation grant funding; works with elected State Representatives and Senators on state funding, reimbursement or grant opportunities important to the City.

PLANNING ACTIVITIES

- Initiates, coordinates, and implements short-term and long-range planning in conjunction with Department Heads, Mayor and City Council, and other relevant Boards and Commissions as well as City residents, which shall include future physical plant considerations.

- Works with the Mayor and City Council and relevant Boards and Commissions, and residents to coordinate efforts to address:
 - economic development activities intended to assist existing local businesses
 - Represents the City in regional, state and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities available to the City.

COMMUNITY OUTREACH ACTIVITIES

- Serves as City spokesperson in meetings with the news media, social, civic, or cultural organizations.
- Interacts with the public on a regular basis to keep residents informed of City policies and procedures.
- Oversees the preparation, publication, and distribution of the Annual City Report.
- Interacts with members of the City Boards, Commissions, Fire and Ambulance Departments, to actively engage and promote volunteer participation in the overall operation of City government.
- Encourages citizen feedback, in conjunction with the Mayor and City Council, to conduct periodic public meetings to listen to citizens, recommendations for enhancing City government, and encouraging voter turnout in elections and referendums.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Possess, at a minimum, a Bachelor's Degree in Public Administration or related field. A Master's Degree in Public Administration or related field is preferred.
- Have at least five (5) years of municipal management experience as a City Manager or Assistant, and/or have at least five (5) years of successful business experience.
- Possess a current, unencumbered Maryland driver's license.
- In addition, the applicant shall possess skills, knowledge and/or direct experience in:
 - Effectively managing, motivating, and evaluating personnel
 - Activities involving economic development and redevelopment, growth issues, capital improvements, regionalization, grants, waste water and facilities, etc.
 - Working collaboratively with Boards, Commissions, and the general public
 - Setting and attaining detailed objectives
 - Demonstrating strong organizational skills
 - Team building activities among and with City Departments and personnel.

SPECIFIC REQUIREMENTS

The City Manager shall:

- Be able to read, write, speak, and comprehend the English language
- Be computer literate and have knowledge of Microsoft Office software products
- Use the Internet and email solely for work related activities and for research and communication
- Understand the importance of providing pertinent and timely communications on the City Website to promote the City of Crisfield
- Possess the ability to effectively work with personnel, Boards and Commissions, government officials, and the general public
- Demonstrate effective listening skills, diplomacy, flexibility, tact, patience, and enthusiasm
- Possess the ability to make independent decisions when circumstances warrant such action
- Possess the ability to work harmoniously with professional and non-professional personnel
- Be willing to seek out new methods and principles and incorporate them into existing practices

- Salary range - \$50,000 to \$75,000, with full benefits package

- The City of Crisfield is an “Equal Opportunity Employer”