

Job Title: City Manager

Job Summary: This is a high-level executive management position that is responsible for directing and supervising the operations of the City. Work involves managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.

Major Duties:

- Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;
- Ensures that all City operations are performed within available resources;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;
- Advises the Mayor and City Council of financial conditions and of current and future City needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Hires, promotes, and terminates all department heads, officers, and employees of the City;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws;
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of modern policies and practices of municipal government;
- Knowledge of personnel management practices;
- Knowledge of personnel management, progressive disciplinary policies and state and federal guidelines;
- Knowledge of electric utility, water, gas, and sewer operations;
- Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;
- Knowledge of functions and activities of City departments;
- Knowledge of principles and practices of municipal government budget preparation and administration;
- Knowledge of state laws, regulations, and guidelines governing City operations;
- Skill in preparing and administering municipal budgets;
- Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;

- Skill in providing responsive advice and staff support to the Mayor and Council;
- Ability to prepare and analyze comprehensive reports;
- Ability to establish priorities and direct the allocation of City resources;
- Ability to communicate clearly and concisely, effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, City officials and the public;
- Ability to efficiently and effectively administer a municipal government.

Supervisory Controls: Work is performed based on policy directives of the Mayor and City Council.

Guidelines: Guidelines include City and departmental policies and procedures; City codes and ordinances and other Federal, State and Local laws.

Complexity: The work consists of a variety of highly administrative, technical and supervisory duties.

Scope and Effect: The purpose of this position is to effectively and efficiently manage the operations of the City.

Personal Contacts: Contacts are typically with department heads, elected and appointed officials, business leaders, co-workers, vendors, developers, state, federal, county and local governments, and the general public.

Purpose of Contacts: Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

Supervisory and Management Responsibility:

This position is responsible for managing and supervising all departments in the City.

Minimum Qualifications:

- Bachelor's degree from a four-year college or university majoring in Public Administration, Business Administration, Economic Development, Engineering or a related field; Master's degree preferred.
- Five (5) years of progressively responsible management experience is required; experience directing a large department, overseeing multiple departments, or managing city-wide projects, especially public works, water, sewer and/or electrical utility experience highly desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Local government management experience as a city/county manager or assistant in a similar-sized community and complexity as Quitman will be a significant advantage for a candidate seeking this position.
- Evidence of continued professional development such as ICMA Credentialed Manager designation is a positive indicator of dedication to the profession and will be noted during the vetting process.

The City of Quitman is a Drug-Free workplace.

The City of Quitman does not discriminate based on race, religion, nationality, gender, sexual orientation, gender identity, age, disability, veteran/military status, and other statuses protected by Federal and State laws.