

THE CITY OF CANAL FULTON
POSITION: CITY MANAGER
SALARY RANGE: \$65K - \$80K
FLSA: EXEMPT

JOB DESCRIPTION:

Powers and Responsibilities of the City Manager

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- A. The City Manager shall be the chief executive and administrative officer of the City. He or she shall be responsible to and subject to control, supervision and direction of the Mayor for the administration of all municipal affairs placed in the City Manager's charge by or under this Charter, the ordinances or resolutions of the City and the state laws.
- B. The City Manager shall have the following powers, duties and functions to:
 - 1. Appoint, promote and, when he or she deems it necessary for the good of the service, suspend or remove or otherwise discipline all subordinate employees and appointive administrative officers, except as otherwise provided for by or under this Charter, subject to the provisions of this Charter pertaining to the Merit System.
 - 2. Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter.
 - 3. Attend all Council meetings and shall have the right to take part in discussions but may not vote.
 - 4. See that all laws, provisions of this Charter and ordinances and resolutions of the Council, subject to enforcement by the City Manager or by officers subject to his or her direction and supervision, are faithfully executed.
 - 5. Prepare and submit the annual budget and capital program to the Council. Schedule department head meetings for annual appropriations with input from Finance Director.
 - 6. Submit to Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.

7. Make such other reports as the Council may require concerning the operations of municipal departments, offices, boards, commissions and agencies subject to his or her direction and supervision.
 8. Keep the Council fully advised as to the financial condition and future operating and capital needs of the City and make such recommendations to the Council concerning the affairs of the City as he or she deems desirable.
 9. Require reports and information of subordinate officers and employees of the City as he or she deems necessary in the orderly operation of the City, or when requested to do so by the Council or any board or commission of the City.
 10. Execute on behalf of the City all contracts and agreements, except as otherwise provided in this Charter.
 11. Performs such other powers, duties and functions as are conferred or required by the City Charter, by ordinance or resolution of City Council, or by the general laws of the State of Ohio.
 12. Manage day-to-day operations of the Street Department. Manages and supervises city employees (e.g., Water, Sewer, Streets).
 13. Perform such other powers, duties and functions as are conferred or required by this Charter, by any ordinance or resolution of the Council, or by the general laws of the State of Ohio.
- (C) The City Manager shall provide staff support to the Mayor through his office or independent from his/her office as determined by the Mayor. The City Manager, when requested by the Mayor or Clerk of Council on behalf of the Council shall provide additional staff support to the Council and/or the Clerk of Council.
- (D) The City Manager or his/her designated representative may attend meetings of the Planning and Zoning Commission and the Board of Zoning Appeals with the right to participate at meetings and in discussions, but the City Manager or his/ her designated representative shall not vote on any matter before these bodies.
- (E) The City Manager represents the Administration in negotiations with the bargaining units.
- (F) The City Manager is the housing officer for the Community Reinvestment Area and on the Board of the CIC.
- (G) The City Manager represents the City / liaison to various local organizations (e.g., Lions, Rotary, Old Canal Days Committee / Christmas on the Canal,

Executive Board member of the Canal Fulton Chamber of Commerce, Stark Council of Government and Council, etc.).

(H) Flood Plain Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES (*Referenced other resources for Local Leadership*)

1. Skill in maximizing personnel and equipment productivity.
2. Skill in communicating with others, both orally and in writing.
3. Skill in short and long range utilities planning.
4. Ability to quickly organize and manage personnel and equipment resources in all situations.
5. Ability to work independently and to use good judgment in all situations.
6. Ability to interact with city employees, elected officials, news media, and the public.
7. Ability to motivate employees to optimize safety and efficiency.
8. Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.
9. Ability to make management decisions quickly, appropriately and effectively.
10. Ability to use a computer, necessary software, calculator, copier and facsimile.
11. Knowledge of safety practices.
12. Pursue and secure public grants.

EDUCATION, CERTIFICATIONS AND EXPERIENCE

Bachelor's Degree required, with preference of discipline being Public Administration, Business, or closely related field. Master's Degree preferred.

Prior experience in management, preferably with a municipality of similar size.

The City of Canal Fulton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.