

# CITY OF WHEELER

## CITY MANAGER PROFILE

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**December  
2017**

### General Roles & Responsibilities:

The City Manager is the administrative head of the city government. The City Manager shall be the City Recorder, the custodian of city records. The manager shall:

- Attend all council meetings unless excused by the council or mayor
- Keep the council advised of the affairs and needs of the city
- See that the provisions of all laws applicable to the city, and all ordinances and regulations established by the city council are administered appropriately
- See that all terms of franchises, leases, contracts, permits, and privileges granted by the City are fulfilled
- Hire, supervise, direct, and remove all City employees
- Prepare and transmit to the council an annual city budget
- Supervise city contracts; supervise operation of all city-owned public utilities and property
- Attend all planning commission and other committee meetings as directed by the council
- Perform other duties as the Council prescribes consistent with the City Charter; and shall be an authorized signer on all orders of the City treasury. Council has indicated a desire to have the Manager perform Land Use Planning functions on behalf of the City as part of the Manager role.

### Background Requirements:

**Education:** The position requires a Bachelor's Degree in Public Administration or related field, or equivalent combination of work experience and training.

**Experience:** Local Government experience or equivalent required. A master's or advanced degree in Public Administration, Urban Planning or related field, including internship placements in a local government setting may be used to meet this requirement. The City may consider private sector or other government agency experience as well. Candidates with supervision experience or coursework in human resources management, or comprehensive land use planning are preferred.

## Skills and Performance Standards:

**Administrative abilities:** The City Manager must be able to establish and maintain positive and cooperative working relationships with citizens, city officials and employees. The City Council is looking for a manager with good analytical skills who is able to effectively solve problems and challenges. The position requires someone well organized with time management skills, who is team-oriented, and who enjoys working with people.

**Budget/Finance:** The City is looking for someone with budgeting and financial reporting/management experience. Graduate level education in budget and finance may be substituted for experience. Wheeler, like many other cities faces financial challenges in today's financial climate. The Council is looking for a manager who can assist the Council in managing the City's limited resources in a fiscally responsible way. A manager with the ability to write and administer public and private grants is desired.

**Personnel Management:** The City Manager needs be familiar with federal and state employment laws; as well at the City's personnel policies. The City Manager needs to work well with others and have good communications skills. The City has contractual relationships with other staff such as the city attorney and the city engineer. The Manager is expected to work on behalf of the Council and the City to manage risk and liabilities.

**Community/Interpersonal Relations:** The City Council is looking for a Manager who will become an active member of the Community. The Manager should have excellent communication skills and must be able to defuse city/citizen situations. At the same time they should be receptive to hearing from citizens and committed to following through to find solutions. Additionally the position will benefit from someone who has a commitment to due process, neutrality, and transparency in all matters relating to City business.

**Council Relations:** The City Manager serves at the pleasure of the City Council as the governing body. The City Council expects to have open, honest and ongoing communication with the City Manager. The Council needs to be kept current on the affairs of the City, including information about city department activities. The Manager will be expected to provide the Council with complete information on policy options for matters requiring a decision. An open door policy is expected for citizens, councilors, department heads and employees. The Manager will need to work effectively with the council to facilitate and implement the Council's goals and policies. A good understanding of local government processes and procedures, board policy development, and the need to provide equal access to information for all Councilors will be necessary for success in this position.

**Intergovernmental Relations:** The City has contractual relationships with other entities for police protection, fire protection and building code compliance. The city also shares water, sewer, and stormwater systems with neighboring communities. The City Manager will represent Wheeler at county, state and regional meetings, and will participate on behalf of the city in regional programs, projects, and emergency planning exercises, etc.

**Innovations and Major Achievements:** The City Manager needs to find various resources to assist the City to provide services to the community and its visitors, and protect the city's investments in infrastructure and buildings.