

City Manager

Department	Administration
Incumbent	Vacant — open position
Reports To	Mayor and City Council
Supervises	All department heads and, through them, all city staff; the Custodian directly
FLSA Status	Exempt (Executive)

POSITION SUMMARY

The City Manager (the “Manager”) is the Administrative Manager of the City, providing leadership and representation on all matters concerning city government. The City Council determines the duties and responsibilities of the Manager in compliance with the City Code and Utah State Statutes. The Manager is responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinating programs, services, and activities among city departments and outside agencies; ensuring the financial integrity of the municipal organization; representing the city’s interests; and providing policy advice and administrative support to the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- OPERATIONS: Ensure that the activities of the City are effectively administered, and that administrative policies and procedures are clear, up-to-date, and revised as conditions change.
- OPERATIONS: Coordinate actions among City departments, and between boards and committees, to provide a smooth, seamless City government.
- OPERATIONS: Operate and oversee public utilities and ensure that the city's residents receive efficient, cost-effective, safe, and professional service.
- EMERGENCY MANAGEMENT: Serve as, or designate, the City's emergency manager under the Emergency Management Act (Utah Code Title 53, Chapter 2a); develop, maintain, and exercise the City's emergency operations plan; coordinate preparedness, response, and recovery with the Fire Department, the Emery County Sheriff's Office, Emery County Emergency Management, and state agencies; and serve as the City's point of contact for disaster declarations and disaster recovery funding.
- CITY STAFF: Hire, train, motivate, review, promote, discipline, and dismiss employees.
- PERSONNEL ADMINISTRATION: Administer the City's personnel policies, compensation plan, and employee benefit programs; maintain compliance with the Fair Labor Standards Act, including exempt and non-exempt classification and overtime, and with other applicable employment law; administer workers' compensation coverage, Utah Retirement Systems participation, and required employee training; and recommend personnel policy revisions to the City Council.
- BUDGET: Prepare an annual budget and present it to the City Council.
- BUDGET: Monitor receipts and expenses during the year and make budget adjustments as necessary; keep the City Council informed of material changes to any budget items.

- BUDGET: Be responsible for all expenditures and ensure that they are within budgeted amounts.
- BUDGET: Stay informed about both external and internal events and trends which could impact the City's fiscal situation in both the short term and the longer term, and keep the City Council informed.
- BUDGET: Constantly search for new and alternative sources of revenue, including grants.
- PROCUREMENT AND CONTRACTS: Administer the City's purchasing and procurement process, including solicitation, bidding, and vendor selection consistent with the City's procurement ordinance and applicable state law; negotiate and administer contracts within the authority delegated by the City Council and refer contracts to the City Attorney for review as required; monitor vendor performance, contract compliance, and required contractor insurance and bonds; and oversee the City's own insurance coverages, reporting claims and losses to the City's carrier.
- POLICY: Formulate policies to assist the City Council in identifying and addressing issues before they become critical and in developing policy options for the Council's consideration.
- POLICY: Provide professional evaluation and objective analysis of policies under consideration by the City Council.
- STRATEGIC PLANNING: Plan with long-term vision, continually seeking improvements in the organization and opportunities to improve City government and its efficiency, effectiveness, and responsiveness.
- STRATEGIC PLANNING: Create long-term strategic planning that provides for continuous improvement in the community's economic development, community development, health, safety, and general welfare.
- COMMUNICATION: Keep the City Council and the public apprised of any major events, service disruptions, risks, and material changes in city operations. Attend all City Council meetings to provide input and information as requested.
- COMMUNICATION: Serve as a spokesperson for the City and interface with the public and press as necessary. At all times, project a positive image of the City and be proactive in communicating with the City's residents.
- REPRESENTATION: Represent the City to community and citizen groups.
- REPRESENTATION: Serve as the chief liaison with entities, individuals, and agencies at the county, regional, state, and federal level. Ensure that the City's positions are consistently being considered and its interests represented.
- ETHICS AND TRANSPARENCY: Disclose promptly and in writing to the Mayor and City Council any personal, financial, family, or business interest that could reasonably be perceived as a conflict with the Manager's official duties, and recuse from participation in decisions where such a conflict exists.
- ETHICS AND TRANSPARENCY: Comply with the Municipal Officers' and Employees' Ethics Act (Utah Code § 10-3-1301 et seq.), including all required disclosure filings, and hold City staff to the same standard.
- Perform other duties as assigned.

Green River is a small community in which overlapping personal, family, and business relationships are common. The City's expectation is not that such relationships be avoided, but that they be disclosed openly and managed transparently.

MINIMUM QUALIFICATIONS

- A combination of education and experience that provides the knowledge and abilities described below. Typically, a master's degree in public administration and at least four (4) years of experience in positions of broad responsibility in municipal administration.
- Experience in budget analysis and preparation, and the ability to develop, explain, and adhere to complex budgets.
- Thorough knowledge of public administration, including personnel management, financial management, and public sector management principles, policies, and practices, including the ability to interpret and apply municipal policies and procedures, City ordinances, and federal and state statutes.
- Comprehensive knowledge of local government structures, services, financing, and administration.
- Ability to develop and implement long- and short-term planning processes, and innovative problem-solving ability.
- Ability to empower and strengthen the skills of subordinates, to organize and delegate effectively, to motivate subordinates, and to foster teamwork.
- Strong analytical and decision-making skills.
- Ability to prepare well-written, persuasive letters, memoranda, and formal reports, and to make effective oral presentations, both prepared and extemporaneous.
- Competence in public relations techniques, effective negotiation skills, and the ability to develop consensus among a wide range of individuals with diverse backgrounds, interests, and concerns.
- Integrity, including a willingness to identify and disclose potential conflicts of interest proactively rather than reactively.
- Dedication to the position and to the long-term welfare of the community, and willingness to accept responsibility for outcomes and to do what is necessary to get the job done.
- Respect and appreciation of differing opinions and perspectives, and of persons of different ethnic, racial, religious, sexual preference, and other backgrounds, and a collaborative approach to solving complex problems and sharing information.

LICENSES AND CERTIFICATIONS

- Valid Utah driver's license.
- Must be bondable and coverable under the City's crime insurance policy.
- Must file the disclosure statements required of municipal officers and employees under Utah Code § 10-3-1301 et seq. within the time limits set by statute.
- ICMA Credentialed Manager designation is desirable but not required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Primarily office work. Frequent sitting, keyboarding, and telephone and video conference use; frequent speaking before groups. Occasional lifting and carrying of records and materials up to 25 pounds. Requires periodic field visits to city facilities, utility sites, and construction projects, including walking on uneven and unimproved terrain. Requires attendance at evening City Council meetings and community events, and availability for after-hours response to emergencies and utility events.

The physical demands and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform those essential functions.

CONDITIONS OF EMPLOYMENT

Residency. Residence within Green River is preferred but not required. This is not a remote position: the Manager is expected to maintain a regular in-person presence at City offices during business hours, attend evening City Council meetings, and be reachable and available during emergencies and after-hours utility events.

Candidates who do not currently live in Green River are encouraged to apply and will be asked to describe how they intend to maintain that presence. The City will consider a reasonable relocation timeline for a candidate who intends to establish residency.