



## EMPLOYMENT OPPORTUNITY

OPEN DATE: June 21, 2021

June 7, 2021

CLOSE DATE: July 22, 2021

Open Until Filled

**Position Title:** City Manager

**Department:** Administration

**FLSA Status:** Exempt

**Salary Range:** Negotiable

### *The Position*

Naples City Mayor and Council are seeking to hire an experienced Manager who is highly professional, ethical, and possesses strong leadership skills and judgement to serve as its City Manager. The City Manager is the Chief Administrative Officer and oversees all city staff and city operations as delegated from the City Mayor. The City Manager is an appointed position and serves at the pleasure of the City Council.

### *Summary Statement of Overall Purpose/Goal of Position:*

Serves as the chief appointed official of Naples City, performs a variety of administrative and managerial duties related to planning, land use, directing, organizing, grant writing, typing and proof-reading complex and highly confidential reports, letters and memos, budget forecasting, budget administration, public relations, emergency management, human resources and code enforcement. General management of the City and the development of its assets. Performs complex technical duties in the development and updating of policy, ordinances and city codes. Reviews, approves plans and specifications for compliance with city standards for city projects and city budgets. Responds directly to many incoming public inquiries and complaints via telephone or in person; Provides information to the public on a very broad range of topics. Schedule appointments makes reservations and arranges conferences and meetings that may involve high level community, government and business leaders: Assists in preparing comprehensive reports, minutes of meetings and agendas for meetings: Serves as staff to the Employee Safety Committee. Performs duties that may include light physical effort such as lifting (70lbs), bending, stooping and walking and prolonged sitting at a desk or computer terminal. Work may require an exposure to stressful circumstances, including the meeting of deadlines, other stressful work conditions and contact with the public in sensitive or difficult situations. Must be available for emergency situations.

### *Essential Duties:*

- Assists the Mayor in managing the internal affairs of the City by providing the Mayor, Council and department heads with policy information and recommendations about budget fiscal administration, including but not limited to budget forecasting and preparation, budget administration and financial accountability.



- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and government agencies as needed.
- Provides professional advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups and the public.
- Works with department heads to prepare plans and programs concerning the development, operation and needs of the City and submit such plans to the Mayor and City Council to be approved and developed.
- Evaluate and maintain an employee development and succession planning for City employees.
- Works with the City Recorder and department heads in developing grant writing and administration for current and future projects. Examines and verifies the accuracy of all grants, project reports, bonds, vouchers and accounts including various federal funding, State, CIB, CDBG accounts and district revenue sharing and road funds.
- Prepares documents for audits of grants and other revenue sources.
- Manages City-wide risk reduction programs. Works closely with department heads to observe current programs and procedures to maximize safety and recognize and minimize risk, implements new risk management programs and procedures as recommended by the Cities insurance provider. Serves on the City Safety Committee.
- Acts as purchasing agent for the City; defines policy approved by City Council; working with department heads authorizes purchases to be taken before the Council for approval; reviews proposed contracts and makes recommendations to governing body; monitors conformance to contracts and agreements.
- Supervises the care and custody of all City property, reviews insurance policies for real property and bonding for employees.
- Meets with and answers inquiries from homeowners, architects, designers, engineers' contractors, utilities, lawyers, judges and developers on City code design requirements, zoning and maintains a good relationship with them.
- Maintains City Land Use Ordinance and works closely with Planning and Zoning to assure legality and proper maintenance.
- Promotes Economic Development and works closely with local business to assure relationships are maintained and the best interest of the City is assured.
- Serves as the head code enforcement officer while working with other City Code Enforcement officers. Handles public complaints; provides information on departmental policies and functions.
- Serves as a representative of Naples City, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees and with the public.
- To professionally furnish and obtain information from other agencies, which requires a well-developed sense of strategy and timing.
- Serves on many local committees and represents the City, such as but not limited to Vernal Area Chamber of Commerce, Dinomites, Legislative Policy Committee, LEPC, RRPC, UFPA, UAPA, UCMA, UGFOA, and ULCT.



- Works independently with little supervision and be able to work under stressful and all-weather conditions.

***Other Duties:***

- Research and legislative advocacy.
- Carries out all programs and schedules to completion (audit ready).
- Provides general direction and supervision to department heads related to implementation of all policy changes and directives of the Mayor and City Council.
- Keeps current on best practices.
- Employee Development
- Perform other duties as Mayor and Council assign.

***Job Qualifications and Personal Attributes***

- Thorough knowledge of principles and practices of municipal management and administration including Utah State Code, and other legal and political issues affecting city operations.
- Experience in an organization of comparable complexity, preferably in city government, including grant writing.
- A breadth of experience in a variety of job assignments supporting municipal government operations.
- Bachelor's degree in public administration, business administration, or related field.
- Preferred experience in planning and land use ordinances.
- Experience in financial administration including budget preparation and administration, preferably in local city government.
- Considerable knowledge of computer technologies supporting city operations.
- A team-oriented leadership style with a creative, problem-solving, collaborative approach and well developed interpersonal and oral/written communication skills.
- Skill in the art of diplomacy and maintaining effective working relationship with State, Federal and local officials, and city residents.
- These bullet points are not intended to be an exhaustive list of all duties, responsibilities, and skills required of this position. These bullet points are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. The City reserves the right to add or change duties at any time. The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.

**Disclosures:** At will employee. The employee will reside in Naples City as a permanent resident within two (2) years of employment.

**To Apply:** Individuals interested in this position must submit a Naples City Application, copies of required certifications, a resume, criminal background check and three references to Naples City,



Attention Mayor Dean Baker, 1420 East 2850 South Naples, Utah 84078 or email to: [mayor@naples.utah.gov](mailto:mayor@naples.utah.gov)

The application can be found on Naples City Web Page: [www.naplescityut.gov](http://www.naplescityut.gov)

The City will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs, please call 435-789-9090. Applications have been classified as private and will be held confidential.