

Barre City Manager Job Description

Summary/Objective

The City Manager of the City of Barre, Vermont is the municipality's chief administrative officer and is responsible for the day-to-day operations of the City. Pursuant to the Charter of the City of Barre and 24 V.S.A. Chapter 37, the City Manager shall have general supervision of the affairs of the City and be the administrative head of all departments. The Manager reports to a City Council consisting of six elected Councilors and one elected Mayor, and has broad responsibility in the following areas: developing and overseeing the City budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, and public relations.

Essential Functions

- Ensures the efficient and effective delivery of city services under broad policy guidance from the Council.
- Assists the Council with its policy-making process by regularly informing the Council of City affairs, identifying short- and long-term unmet needs, and emerging policy issues, and researching, analyzing, advising and recommending possible solutions to the Council.
- Attends all meetings of the City Council and prepares Council agendas and related materials.
- Prepares annual budget in collaboration with staff for presentation to the Council and oversees capital planning and budget programs.
- Ensures the Council is informed of financial conditions, current and future needs of the City, and makes reports as may be requested.
- Supports the coordination of activities between all City employees and departments, as well as City public bodies (i.e. boards and commissions) and performs other such duties as may be directed by the Council or situation, not inconsistent with the law, ordinances or the Employment Agreement.
- Oversees all aspects of personnel administration and exercises charter-granted authority with respect to personnel decisions, rules, regulations, policies and procedures in conjunction with the Human Resources Director.
- Fosters a work environment that is diverse, fair, and equitable.
- Supports City volunteers by providing regular communication and opportunities for training on relevant matters (e.g., public records, open meeting law, and ethics).
- Maintains working relationships with State officials and elected representatives and serves as the principal representative of the City with county, regional, and federal officials unless otherwise directed or delegated.
- Coordinates emergency management and disaster response resources according to existing emergency management planning and governing structures.
- Serves as primary contact with City attorney(s), including coordinating communication between the Council, counsel, and any relevant boards or commissions.
- Serves as the principal spokesperson for the City with the media.
- Leads team responsible for negotiating collective bargaining agreements.

- Oversees grant administration and overall responsibility for allocation of grant program funds and program management.
- Adheres to the ICMA code of ethics.

Necessary Knowledge, Skills, and Abilities

- Bachelor's degree in public administration, business or other relevant discipline, eight or more years' experience in public management and financial administration or any equivalent combination of education and experience, with some at a senior level.
- Proven management experience in a multi-functional organization;
- Demonstrated knowledge of the principles and operational practices of municipal government administration, and strategic planning.
- Working knowledge of municipal finance, human resources/personnel administration, municipal planning, community and economic development, public works, water and wastewater, public safety, recreation, and intergovernmental and legislative relations.
- Demonstrated ability to exercise independent judgement and discretion in making high-stakes administrative decisions, and to de-escalate charged situations.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Experience preparing and managing budgets.
- Demonstrated ability to establish effective working relationships with employees, government partners, and the general public,
- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated ability to lead effectively, delegate tasks and hold staff accountable.

Supervisory Responsibility

- Administrative and functional supervision, direct and indirect, of all City employees (except elected and Council-appointed officials).

Work Environment

The work environment characteristics 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 the essential functions.

Internal

Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External

Limited external work may be required on occasion with limited exposure to hazardous conditions. Occasional exposure to inclement weather conditions may be required.

Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. with a 1-hour lunch, though the Manager may establish an adjusted schedule if necessary, due to the nature of the position, evening and limited weekend meetings will be required.

Travel

Local travel may be required between facilities, parks, job sites or vendors. Occasional travel to other locations for meetings or conferences.

Additional Eligibility Qualifications

The City Charter requires that the City Manager must reside in the City of Barre. This provision can be waived by the City Council and will be subject to negotiation with the successful candidate.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States. Must be able to get to and from work on a consistent basis.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.