

City Manager Job Description

Position Overview:

The City of Greendale is seeking a dynamic and experienced professional to serve as its **City Manager**. Reporting to the Mayor and the City Council, the City Manager serves as the chief administrative officer responsible for the overall management and coordination of municipal operations, the execution of city policies, and the supervision of all city departments. This position plays a vital leadership role in ensuring efficient service delivery, sound financial management, and effective implementation of the City's strategic goals.

Essential Duties and Responsibilities:

Leadership & Administration

- Attend all meetings of the legislative body and advise on actions and policies deemed advisable, including Board of Public Works and Safety, City Council, Redevelopment Commission, Planning Commission, Board of Zoning and Appeals, and other boards as assigned.
- Administer and enforce all city ordinances, orders, and resolutions, ensuring compliance with all applicable statutes.
- Provide policy advice and make recommendations to the Mayor, City Council, and other governing boards.
- Represent the City or the Mayor at official functions, meetings, and local or regional boards, as requested.

Human Resources & Labor Relations

- Recruit, hire, supervise, evaluate, and, when necessary, suspend, remove, or transfer city employees in accordance with employment laws and established compensation structures.
- Delegate appropriate duties to department heads or designees.
- Ensure compliance with collective bargaining agreements and assist in negotiations of such agreements.
- Monitor staff performance, provide ongoing feedback, and implement changes to enhance city services and workforce effectiveness.

Operations & Facilities Management

- Oversee and manage the daily operations of city departments, including Electric, Water, Sewer, Sanitation, Streets, Stormwater, and Parks and Recreation.
- Maintain oversight of all city-owned properties, including responsibility for upkeep, maintenance, repair, and long-term infrastructure planning.
- Develop systems and procedures to ensure maintenance tasks are completed efficiently, using the right personnel and resources.
- Serve as the lead for facilities-related responsibilities, including oversight of building operations and improvements.

- Manage and maintain the city's security and access control systems to ensure secure, organized access to municipal facilities.
- Coordinate managed IT services for direct reports to ensure consistent technical support.
- Foster interdepartmental coordination and collaboration, ensuring that services align with city objectives and policies.
- Serve as the City's Floodplain Manager, Safety Officer, and ADA/Accessibility Coordinator, overseeing and implementing programs to ensure compliance with federal, state, and local regulations. Maintain safety standards and supplies across all departments, ensuring adherence to OSHA requirements and providing necessary employee training.
- Oversee City construction projects from planning and engineering through budgeting and final completion.

Financial Management

- Prepare and submit budget estimates for city projects and provide updates to the legislative body.
- Coordinate execution of contracts for materials, services, or improvements, following proper appropriation and bidding procedures.
- Evaluate the financial position of city utilities and provide regular reports to the Mayor, Council, and Board of Works and Public Safety and advise on service rate adjustments as necessary.

Monitor departmental budget performance against actual expenditures throughout the fiscal year and provide the Clerk-Treasurer with timely financial estimates to support the annual budgeting process.

Planning, Development & Public Engagement

- Administer the City's economic development plans and special projects.
- Develop and implement both short- and long-range strategic plans to meet community needs and guide city growth.
- Maintain relationships with the public, businesses, and other stakeholders, ensuring transparent and responsive communication.
- Assess and improve the delivery of city services.

Boards, Records & Compliance

- Maintain records and meeting minutes for the Plan Commission and Board of Zoning Appeals.
- Serve in an advisory capacity to all City Boards and Commissions.
- Ensure proper maintenance of city records, maps, plats, and building documentation, including oversight and administration of GIS mapping software and related systems.
- Carry out additional duties as assigned, including emergency response or after-hours call-outs if required.

Qualifications:

- Proven experience in municipal management, public administration, or facilities/operations oversight.
- Strong understanding of local government operations, budgeting, and human resources.
- Excellent leadership, communication, and organizational skills.
- Ability to maintain positive relationships with elected officials, employees, and the general public.
- Knowledge of OSHA standards, facilities maintenance, access/security systems, and public utility operations preferred.

Work Environment:

This position may require attendance at evening meetings, occasional travel, and availability for emergency response duties.

How to Apply:

Interested candidates should submit a resume and cover letter to <mailto:clerktreasurer@cityofgreendale.net>.