

City Manager Job Description

Position Overview:

The City of Greendale is seeking an accomplished and visionary **City Manager** with a proven track record in **municipal leadership, engineering, and execution of enterprise-scale city projects**. Reporting to the Mayor, the City Manager serves as the chief administrative officer, overseeing all city departments, implementing policies and ordinances, managing city budgets, and ensuring compliance with governmental regulations. The ideal candidate will have deep knowledge of local government operations and a strong engineering background to successfully deliver complex infrastructure and capital improvement projects that align with the City's strategic vision.

Essential Duties and Responsibilities

Government Leadership & Administration

- Serve as chief administrative officer, advising the Mayor, City Council, and governing boards on policies, ordinances, and strategic initiatives.
- Attend and participate in all relevant boards and commissions, including City Council, Board of Public Works & Safety, Redevelopment Commission, Planning Commission, and Board of Zoning Appeals.
- Ensure enforcement of city ordinances, resolutions, and applicable state and federal laws.
- Represent the City in public, regional, and intergovernmental forums.

Project & Engineering Oversight

- Lead **multi-million-dollar municipal and infrastructure projects** from planning and engineering through budgeting, procurement, and completion.
- Coordinate with engineering teams, contractors, and regulatory agencies to ensure projects meet technical standards, safety requirements, and community needs.
- Oversee city construction, utilities, and public works operations, ensuring alignment with city growth plans and ordinances.
- Develop and implement long-term infrastructure and capital improvement plans.

Financial Management

- Prepare, present, and manage the City's annual budget, capital improvement plans, and departmental operating budgets.
- Ensure fiscal responsibility through accurate forecasting, expenditure tracking, and compliance with procurement laws.
- Advise on utility rate structures and financial sustainability for city services.

Municipal Operations & Compliance

- Direct and coordinate the activities of all city departments, including Electric, Water, Sewer, Sanitation, Streets, Stormwater, and Parks & Recreation.
- Serve as Floodplain Manager, Safety Officer, and ADA/Accessibility Coordinator, ensuring adherence to OSHA, ADA, and other compliance standards.
- Maintain oversight of city facilities, properties, and technology systems, ensuring secure and efficient operations.

Human Resources & Workforce Development

- Recruit, hire, evaluate, and develop city staff in accordance with applicable laws and labor agreements.
- Foster a culture of accountability, efficiency, and service excellence across all departments.

Community Development & Public Engagement

- Administer the City's economic development plans, zoning initiatives, and strategic growth projects.
 - Engage residents, businesses, and stakeholders to ensure transparent communication and responsive service delivery.
-

Qualifications:

- Bachelor's degree in Public Administration, Civil Engineering, or related field (Master's degree preferred).
 - **Minimum 7 years of progressively responsible municipal leadership experience**, including oversight of city budgets, policies, and ordinances.
 - Proven ability to manage large-scale municipal engineering and infrastructure projects.
 - Strong understanding of governmental operations, public utilities, zoning, and regulatory compliance.
 - Exceptional leadership, communication, and problem-solving skills.
 - Demonstrated success in working with elected officials, city staff, and community stakeholders.
-

Work Environment:

This role requires attendance at evening meetings, occasional travel, and availability for emergency response as needed.

How to Apply:

Submit a resume and cover letter to clerktreasurer@cityofgreendale.net.