CITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The City Manager is the Chief Executive Officer of the City of Ithaca and, as such, is responsible for the overall administration of City government and services. The City Manager has primary responsibility for overseeing the operations and finances of the City and for ensuring that City residents receive high quality services. The City Manager ensures that federal, state and municipal laws and policies are implemented, and that City policies are executed. The City Manager leads in incorporating Ithaca’s commitment to social and environmental justice, as well as other adopted values, into the operations, policies and practices of City government. The City Manager is appointed by, directly responsible to, and serves at the pleasure of, the Common Council of the City of Ithaca. Administrative supervision is exercised over all City department heads, with the City Manager both supervising department heads and facilitating collaboration between departments to maximize the efficient and effective delivery of City services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises City department heads and operations, and facilitates collaboration among departments to maximize efficiency in carrying out the directives of Common Council;
Appoints, evaluates, promotes, disciplines and terminates City department heads in accordance with the provisions of the City Charter and New York State Civil Service Law;
Executes, implements, and enforces all resolutions, orders and laws enacted by the City of Ithaca Common Council;
Delegates the implementation of programs, policies, and initiatives as determined by the Common Council of the City of Ithaca;
Promotes a culture among the City’s employees in which customer focus, data-based decision making, team building, and employee involvement are respected;
Manages and oversees collective bargaining and negotiations with organized employee organizations in the City of Ithaca;
Obtains estimates of revenue and expenditures from all departments, offices and agencies, and prepares, submits and executes an annual budget that reflects effective, efficient and economical management of municipal funds;
Chairs the capital projects review committee;
Recommends to Common Council workplace policies and procedures that will build a positive culture and promote economy, efficiency and a high quality of service;
Apprises Alderpersons and the Mayor of current and emerging issues; anticipates potential problems and brings them to the attention of Common Council;
Supervises the implementation of contracts for services on behalf of the City;
Provides adequate insurance and surety bond coverage and/or administers adequate insurance reserves to protect the City from all reasonable risks of loss or damage;
Develops and maintains the City’s Administrative Policy Manual which defines the operating policies and procedures of the City;
Serves as final authority for appeals to the Freedom of Information Officer for the City;
Provides and coordinates staff services to Common Council, and its committees and task forces;
Oversees special projects of Common Council;
Performs all other duties and possesses all powers as may be conferred or imposed on the City Manager by the City of Ithaca Common Council.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Comprehensive knowledge of the practices and procedures of public administration, especially as they relate to city government in New York State; thorough knowledge of municipal budgetary principles, practices, and procedures; thorough knowledge of municipal programmatic and planning functions; strong written communication skills, including report writing, accounting, and public relations; strong oral communications skills, including the ability to analyze complex problems and propose realistic solutions in the concise and clear manner; ability to separate technical from policy choices, and the ability to define the implications of those choices for the Common Council; ability to plan, direct and supervise the work of professional staff, while maintaining good working relationships; ability to motivate, coach and mentor staff; demonstrated commitment to Ithaca’s values of diversity, equity, inclusion and environmental and social justice; proven experience with and commitment to the principles of quality management; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
This is an exempt class position as defined in Section 41 of New York State Civil Service Law. There are therefore no binding qualifications for this position, and the Common Council of the City of Ithaca may select the candidate they believe most qualified to fulfill this role. The qualifications that the Common Council intend to prioritize include:

- A Master’s Degree in Public Administration or comparable degree of relevant education
- Several years of administrative and management experience in municipal government
- Experience supervising professional staff in a municipal environment
- Experience with municipal budgetary practices and procedures
- A demonstrated commitment to diversity, equity, inclusion, and environmental and social justice

SPECIAL REQUIREMENT:
The City Manager is a public officer of the City of Ithaca. Pursuant to Article 3 of New York State Public Officers Law, the holder of this position must be at least eighteen (18) years old, a United States citizen, and cannot have been convicted of a felony. The City Manager must also meet residency requirements established in the City of Ithaca Charter.