

**Mesquite**

Nevada

# JOB OPPORTUNITY

## CITY MANAGER



**Salary: Negotiable Depending On Qualifications**

**OPEN UNTIL FILLED**

**FIRST REVIEW OF APPLICATIONS**

**JANUARY 31, 2012**

*Work*

*Live*

**JOB SUMMARY**

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

**AND OTHER REQUIREMENTS**

**-ATTACHED-**

*Play*

**AN EQUAL OPPORTUNITY EMPLOYER**

Posting Date: November 22, 2011  
Ads: ICMA, GovtJobs, Jobs Available, DVT



## CITY MANAGER

This is an exempt position appointed by the Mayor and approved by City Council. Regular exempt full-time, confidential/At-Will position with benefits.

**Job Summary** – Act as Chief Administrative Officer and plans, directs, manages and oversees the activities and operations of the City; coordinates City activities with other outside agencies and organizations; provides highly responsible and complex administrative support to the Mayor and City Council; receives policy direction from the Mayor and City Council. The City Manager appoints all department heads, except the Police Chief, Fire & Rescue Chief, City Clerk, City Treasurer, Municipal Court Judge and City Attorney. The City Manager exercises direct supervision over all employees and executive management staff, except the Municipal Court Judge and City Attorney. Serves at the pleasure of the Mayor and City Council, subject to the terms of the employment agreement.

### **Essential Functions:**

- Develops plans and implements goals and objectives for the City; recommends and administers policies and procedures; researches Mayor/City Council requests regarding policy; prepares and submits recommendations.
- Provides highly responsible administrative staff assistance to the Mayor/City Council; directs specific and comprehensive analyses of a wide range of city policies; updates the Mayor/City Council on the status of various projects.
- Oversees the development of the annual City budget in accordance with Mayor and City Council directives; monitors monthly expenditures and reports significant variances to the Mayor/City Council; develops alternate revenue sources for Mayor/City Council projects; oversees the implementation of Mayor/City Council goals and objectives.
- Consistent with Ordinance No 488 selects, trains, motivates and evaluates executive management personnel; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implements improvements.
- Serves as liaison between the City and other cities, counties, elected officials and outside agencies; explains and justifies City programs, policies and activities; negotiates and resolves significant and controversial issues.



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## **Essential Functions *continued*:**

- Provides direction regarding city-wide organizational development programs; develops, administers and participates in employee meetings to assess organizational climate and employee attitudes.
- Directs, oversees and participates in the development of the City's work plan; assigns work projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- In conjunction with the Mayor, Council and assigned staff, negotiates contracts and solutions involving a variety of administrative, fiscal and special projects;
- Participates in the preparation of programs or special project budgets;
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
- Responds to citizen inquiries and resolves difficult and sensitive complaints; assigns departments to manage citizen complaints and concerns in a timely manner.
- Attends all meetings of the City Council, unless excused, and take part in the discussion of all matters brought before the City Council.
- Is dependable and meets acceptable attendance requirements at all times; Follows all applicable safety rules and regulations.
- Performs related duties and responsibilities as required.

**Knowledge/Skills:** Modern municipal administrative methods and procedures, organizations and functions; Current social, political and economic trends and operating problems of municipal government; Municipal finance and fund accounting; Applicable federal and state laws, rules and regulations regarding local government operations; Principles of effective public relations and interrelationships with community groups and agencies; Private business and firms and other levels of government.

**Ability:** Provides effective leadership and coordinates the activities of a large full service municipal organization; Analyzes, interprets, summarizes and presents administrative and technical information and data in an effective manner; Appraises situations and people accurately and quickly and adopts an effective course of action; Serves effectively as the administrative agent of the City Council; Selects, supervises, trains and evaluates staff; Works non-standard hours such as evenings, weekends and holidays.

**Special Requirements:** Must be bondable, and pass a comprehensive background check prior to starting work. Must live within the limits of the City of Mesquite within six (6) months of employment.

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**License or Certification:** Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license. Must be a member, or be eligible to become a member, of the International City Management Association (ICMA). An ICMA Credentialed City Manager is preferred.

**Education and Experience:** Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills and abilities to perform the job. A typical way to obtain these requirements may be **1)** Bachelor Degree in public administration or related field; Master Degree in public administration (MPA) or related field is preferred. **2)** Five years experience as city manager and/or assistant city manager in a municipal government of the same or larger size.

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### Application Process:

Interested applicants must submit:

1. A signed and completed City of Mesquite application. Application must be submitted either by mail, fax, or hand-delivery only. The City does NOT accept email applications.
2. Supplemental to application, a resume and one-page letter addressing why you want the position and what qualifications and skills you have that you believe to be most relevant to the position. Must include salary history.
3. Attach a copy of any required license(s), certificates(s) and/or degrees to your application. *Failure to satisfactorily demonstrate that the minimum requirements of the posted position have been FULLY met will result in disqualification.*

**OPEN UNTIL FILLED**

**FIRST REVIEW OF APPLICATIONS ~ JANUARY 31, 2012**

### City of Mesquite

10 East Mesquite Blvd, Mesquite, NV 890027

(702) 346-5295—Fax (702) 346-2795

[www.mesquitenv.gov](http://www.mesquitenv.gov)

Hours: Monday—Thursday 7:30 am.—5:30 p.m.

*Posted: November 22, 2011*

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The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.