

# CITY OF SHARON, PENNSYLVANIA

## City Manager Position Description

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### **GENERAL PURPOSE**

Under general policy guidance from the City Council, the City Manager performs highly responsible management, administrative, and professional duties which are defined by Section 502 of the Home Rule Charter. The Manager provides visionary, innovative leadership, supervision, and general direction for the City management team; ensures that city government operations and functions effectively serve the needs of Sharon residents, businesses and other stakeholders while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended as illustrations of the various types of work that may be performed pursuant to Section 502 of the Home Rule Charter. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment pursuant to the requirements of the Home Rule Charter or other applicable laws or regulations.

1. With the City's management team, plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations.
2. With the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets.
3. Plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation recommendations and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.
4. Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission, operating plans and objectives

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5. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
6. Works closely with the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.
7. Develops Council meeting agenda with President of Council; attends and participates in all City Council meetings. Interprets City Council instructions and requests; makes interpretations of City ordinances, codes and applicable laws and regulations to ensure compliance.
8. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
9. Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems consistent with the City Council's guidance; directs and monitors the City's labor negotiations and labor relations programs and initiatives; directs the improvement of management systems, processes and measurement techniques to improve City operations and effectiveness.
10. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.
11. Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program;
12. Maintains good working relationships with key community constituencies.

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**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Theory, principles, practices and techniques of organizational design and development, long-range planning, public administration, public financing, municipal budgeting, financial administration, program and policy formulation, purchasing and maintenance of public records;
2. applicable state and federal laws and regulations governing the administration and operations of a municipal agency;
3. City functions and associated management, financial and public policy issues;
4. organization and functions of an elected City Council; and other regulations governing the conduct of public meetings;
5. principles and practices of public personnel management and labor management relations; social, political and environmental issues influencing economic and community development in a post-industrial community;
6. principles and practices of effective leadership and management; principals and practices of sound business communications; techniques of effective public relations.

**Ability to:**

1. Plan, integrate and direct a broad range of complex municipal services and programs;
2. define complex public policy, management and operational issues;
3. perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations;
4. present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply city, state and federal laws and regulations governing the conduct of City operations;

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5. evaluate, develop and implement management systems, policies and controls; exercise expert, independent judgment within general policy guidelines;
6. prepare clear, concise and comprehensive correspondence, reports and other written materials; establish and maintain effective working relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public;
7. exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

#### **EDUCATION AND EXPERIENCE**

Qualifications include a minimum of a Bachelor's Degree in public administration, government, business administration, finance or similar fields and at least three years of experience as a city manager, assistant city manager or an equivalent position. A Master's Degree in Public or Business Administration or advanced management training at senior executive programs such as Certified Public Manager or ICMA Certification is a plus. Strong financial experience is preferred.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

#### **LANGUAGE ABILITY**

Ability to read, analyze, and interpret financial reports, legal documents, technical procedures, and governmental regulations. Ability to respond to common inquiries or complaints from residents, regulatory agencies, or community stakeholders. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively present information to residents, city employees and management, public groups, and City Council

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#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver's license

#### **PHYSICAL REQUIREMENTS**

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

#### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate as found in a common office environment.