



CITY MANAGER

SALARY RANGE:	\$108,000 to \$149,000
STATUS:	Full-Time
FLSA CODE:	Exempt

Position Summary:

The City Manager oversees all administrative operations in the city and is responsible for implementing and overseeing policies set by the mayor and city council. The manager supervises all city departments, maintains the city budget, and represents the municipality in a variety of settings.

Essential Duties and Responsibilities:

- Appoints staff as necessary for the efficient and effective operations of the city.
- Oversees the annual budget.
- Implements policies and ordinances of the council, carries out legislative directives.
- Ensures all franchises, leases, permits, licenses, and contracts are observed and performed.
- Develops, recommends, and implements city policies and procedures.
- Establishes and maintains effective working relationships with the governing body, employees, commissions, contractors, and representatives from other cities, county, special district, and state agencies.
- Issues public statements to the press and respond to questions.
- Responsible for full and effective use of city personnel to accomplish the goals, direction, and objectives of the City Council.
- Responsible for overseeing implementation of city services, ordinances, resolutions, rules, regulations, and directives.
- Recommend and prepare long range strategic plans and reports for the council.

Qualifications:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a closely related field and five to seven years of related management experience.
- Master's degree in Public Administration or Business Administration preferred.

Ability to:

- Make sound recommendations on complex financial data and operations.
- Understand, interpret, explain, and apply City, state, and federal laws.
- Develop and implement financial procedures and controls.
- Present proposals and recommendations clearly and logically in public meetings.
- Work effectively with, City Council, employees, and the public.

To Apply: Please submit a completed Vineyard Employment Application online at vineyardutah.org/jobs and refer questions to Human Resources at 801-226-1929. Pre-employment drug testing and background check may be required.

NOTE: A complete job description is available on the City's website. The City will provide reasonable accommodations for any applicant during the selection process.

SUSPENSION OF PROCESS, ETC.: The City reserves the right to reject all applicants; to waive any requirement set forth in this Announcement; and to hire anyone deemed to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this Announcement, there is no guaranty that any responding applicant will be hired.

Vineyard is an Equal Opportunity Employer