

Mayor
Gerald Knight



Council Members
Carrie Cook
Bryan Hansen
Larry Jacobsen
Thayne Mickelson
Shawn Platt

Nibley City

City Manager Job Announcement

Nibley City is accepting letters of application for the position of City Manager. Nibley is located in Cache County, Utah, approximately 3 miles south of Logan. As of the 2010 census, Nibley's population was 5,438. Nibley has experienced unprecedented growth in the past ten years and is looking for a visionary individual to guide the city through its next phase of growth.

The City Manager will be expected to perform highly responsible management, administrative, and professional duties as the chief executive officer of the City. The employee is expected to exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, as well as all City, State, and federal laws, regulations, and guidelines.

In addition to the everyday administration of the City, the City Manager is responsible for directing the development and administration of the City budget and capital program, and overseeing development, planning, and implementation of a strategic plan, goals and objectives to meet the operational needs of the City.

A bachelor's degree in public administration, political science, business management or a closely related field is required. A minimum of seven (7) years related work experience, preferably as a City Manager/Assistant City Manager is desired. A Masters of Business Administration or Masters of Public Administration is also highly desirable. ICMA certification is preferred, but not required.

Salary: \$57,000-\$79,000 plus a full benefits package is available.

Interested parties should submit a letter of interest and a résumé, including three (3) verifiable references, to Nibley City. Address the applications as follows:

Nibley City
Attn: Mayor Gerald Knight
455 W. 3200 S.
Nibley, UT 84321

All applications must be received in the office by not later than 5:00 p.m. on Friday, February 3, 2011. A full job description is available at www.nibleycity.com. Interested parties may contact Shari Phippen at (435) 752-0431 or shari.phippen@nibleycity.com with any questions or concerns.

City Manager

Definition

The City Manager performs highly responsible management, administrative, and professional duties as the chief executive officer of the City. The employee is expected to exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. An important aspect of this position is the high profile as the City's chief executive officer and the overall responsibility for all City departments.

The City Manager provides visionary, innovative leadership, supervision, and general direction for all City staff to coordinate their efforts toward achieving their departmental objectives.

Responsibilities include: directing the development and administration of the City budget and capital program, and overseeing development, planning, and implementation of a strategic plan, goals and objectives to meet the operational needs of the City. This class performs related duties and functions as may be delegated, assigned or required.

Job Duties/Functions

- Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council.
- Communicates orally, and in writing, with customers, the press, the general public, civic groups, and the City Council to resolve concerns and problems, and answer questions.
- Requires and reviews regular and comprehensive management reports from all departments and divisions.
- Keeps informed about the issues discussed by boards and commissions.
- Attends and participates in professional groups and committees.
- Responds to and resolves difficult and sensitive employee, resident and other stakeholder inquiries and complaints.
- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm or hand movement.
- Administers and enforces the City Code and is responsible for the operations of the City.
- Meets with, and advises the City Council on matters related to City operations and policies.
- Plans, coordinates and directs the operation of City departments and programs; evaluates organizational issues and problems and facilitates strategies to address issues and problems.
- Proposes the City's annual operating budget to the City Council for approval.
- Maintains responsibility for intergovernmental relations with other cities, and public and private organizations.
- Provides overall organizational leadership and promotes the organizational values.
- Ensures a discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors.
- Creates systems to facilitate and ensure maximum productivity of employees.
- Ensures accountability throughout the City organization.
- Recommends and upon concurrence by the Council, appoints all City officers (except those subject to Council appointment as outlined in the Charter) and when deemed necessary suspends, or removes them.
- Recommends to the Council personnel policies and assignments for efficient operation of the City government.

- Sees that all laws, provisions of the Charter, and acts of the Council subject to enforcement are faithfully executed.
- Perform other duties as assigned.

Education and Experience

A bachelor's degree in public administration, political science, business management or a closely related field is required. A minimum of seven (7) years related work experience, preferably as a City Manager/Assistant City Manager is desired. A Masters of Business Administration or Masters of Public Administration is also highly desirable. ICMA certification is preferred, but not required.

Knowledge, Skills and Abilities

Demonstrated knowledge of, skill in, and ability to:

- Complex public policy issues;
- Intergovernmental relations;
- Federal, tribal, state, regional and local jurisdictional partnerships; and
- Municipal financial management and fiscal policies;
- Shape and implement policy direction;
- Listen, facilitate and synthesize multiple points of view;
- Prepare and mentor managers to assume broader leadership roles;
- Foster an organizational climate that attracts, retains and develops talent at all levels;
- Facilitate and sustain positive labor relations;
- Communicate orally and in writing with all levels of City staff, City officials and citizens;
- Manage, organize and direct the work of others and provide organizational leadership;
- Build effective working relationships with City officials, coworkers, subordinates and the citizens;

Physical/Environmental Demands

- Employee is frequently required to sit, stand, walk and talk or hear.
- Employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Employee must occasionally lift and/or move up to 25 pounds.
- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs and direction of the City by the City Council and requirements of the job change.