

CITY OF HOBART

City Manager

Job Description

Title: City Manager

Department: Manager

Employment Status: Full-time

FLSA Status: Exempt

Reports to: City Council

Job summary:

The City Manager serves as the chief administrative officer responsible for overseeing the daily operations of the city, implementing policies established by the elected governing body, and providing strategic leadership to ensure efficient, transparent, and responsive municipal services. This position requires a highly skilled, collaborative, and forward-thinking professional with demonstrated experience in public sector management.

Summary of essential job functions:

May include, but are not limited to, the following:

- Provide professional leadership and direction to all city departments and staff.
- Provide professional recommendations to the mayor and city council.
- Develop, present, and manage the annual city budget.
- Ensure compliance with local, state, and federal laws and regulations.
- Manage contracts, grants, and intergovernmental relations.
- Engage with community stakeholders to identify needs and priorities.
- Maintain open and effective communication with elected officials and the public.
- Promote positive community relations and represent the city at public meetings, events, and regional forums.
- Oversee long-term planning efforts to support community growth, infrastructure, and quality of life.

Always represent the city in a positive manner in all situations

Minimum Qualifications

- A minimum of five (5) years of senior-level management and leadership experience
- Proven record of successful leadership and organizational management, including supervising staff, programs, and operations.
- Strong financial and budgeting skills, including experience preparing, administering, and analyzing budgets.

- Ability to build and maintain effective working relationships with elected officials, department heads, staff, community members, and external partners.
- Experience in public relations and community engagement, with the ability to represent the city professionally and communicate effectively with diverse audiences.
- Proficiency in conflict resolution and problem solving, including the ability to mediate issues, address concerns, and implement effective solutions.
- Strong strategic and critical thinking skills, with the ability to analyze complex problems and develop effective, long-term solutions.
- Excellent verbal and written communication skills, including the ability to prepare reports, presentations, and public communications.
- Ability to work effectively with individuals and groups from various cultural, ethnic, and socioeconomic backgrounds, promoting inclusivity and respect within the organization and community.

_Must have and maintain a valid Driver's License

Must pass a Pre-Employment Drug Test

The City of Hobart is an equal opportunity employer.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.