RESOLUTION 1-2013

RESOLUTION APPROVING AND ADOPTING JOB DESCRIPTION FOR CITY MANAGER

WHEREAS, the Charter of the City of Millington provides that the Board of Mayor and Aldermen shall appoint a city administrator, to be called the City Manager, and the Board desires to approve the job description for the City Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that the job description for the City Manager attached to this Resolution as Exhibit A be, and the same hereby is, approved and adopted.

This Resolution is adopted as of the 3rd day of January, 2013.

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Terry Jones, Mayor

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Lorrie Leach, City Clerk

EXHIBIT A – RESOLUTION 2013-1

CITY OF MILLINGTON, TENNESSEE
JOB DESCRIPTION

Job Title:	City Manager	Department:	General Government
Reports To:	Board of Mayor and Aldermen	Status:	Full-Time
FLSA:	Exempt	EEO-4 Code:	1
Salary Grade:	30	NCCI Code:	8742

GENERAL STATEMENT OF JOB

The City Manager ("Manager") serves as the chief administrative officer and chief operating officer of the City of Millington ("City"). The Manager is responsible for day-to-day operations of City government and other duties as generally set out in this job description or as approved by the Board of Mayor and Aldermen (the "Board") from time to time. The Manager is under the general supervision of the Board and serves at the will and pleasure of the Board. Instructions to the Manager are general, and the Manager is expected to use independent judgment in performing his/her job. The work of the Manager requires frequent interaction with the Mayor and Aldermen, City department heads and other employees, representatives of other governmental entities and the general public. The Manager is expected to use his/her best efforts, knowledge, skill, experience and ability in the performance of the job of City Manager.

SPECIFIC DUTIES AND RESPONSIBLITIES

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for the overall operation of the City.

Responsible for implementation of Board directives in a cost-efficient, effective, and timely manner.

Provide leadership and direction in the development of short and long range plans; gather, interpret and prepare data for studies, reports and recommendations; and coordinate department activities with other governmental entities and agencies as needed.

Attend all meetings of the Board and provide professional staff assistance to the Board.

Make recommendations to the Board on policies and procedures for the efficient, business-like

operation of City government.

Oversee development of the agenda for Board meetings.

Monitor the performance of all departments; coordinate and supervise all day to day administrative activities and operations for each department, under policies established by the Board; hold departments accountable for their operations; and make recommendations to the Board for improving quality and quantity of services to be rendered by the employees to the public.

Communicate openly, equally, timely, and in a variety of ways in order to keep the Board regularly informed as to City operations, including financial, personnel, development and other matters.

Be knowledgeable regarding pending and current legislation and its effect on City operations.

Work with the Finance Director in the preparation and administration of the City operating budget, and the development of other City financial documents such as the capital budget.

Assure that all City functions are performed within budget, and assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Be responsible for the selection, hiring, management, training and discipline of personnel in accordance with policies established by the City Charter and the Board.

Work with the Personnel Director in the preparation of City personnel policies for adoption by the Board and the implementation of personnel policies and procedures.

Work to develop the City's workforce into an effective team in order to achieve goals and provide effective City services.

Evaluate personnel needs of the City on an on-going basis and recommend to the Board specific personnel positions and/or reorganization of City administration as may be required to meet the needs and operational requirements of the City.

Prepare administrative directives and bulletins and conduct, on own initiative or upon request of the Board, analyses of administrative programs and projects regarding City operations.

Make presentations to the Board, commissions, civic groups and the general public.

Additional Job Functions

Keep the Board fully advised as to the conditions and needs of the City.

Collaborate with a variety of groups and agencies, both public and private, in development of the

City's economic base.

Serve as liaison with County, State, and Federal officials and other agencies. Stay abreast of grant opportunities and opportunities for cooperation with other groups in order to achieve common goals.

Report to the Board on the condition of all City equipment, buildings and facilities, and real estate; make recommendations regarding repairs, replacement or improvements.

Regularly evaluate the city's infrastructure and recommend to the Board the priority of programs or projects involving public works, public improvements, public safety, etc.

Develop and conduct an orientation program for newly elected City officials.

Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

As requested by the Board, help facilitate the establishment of a vision, set of goals and objectives, and actions to achieve those with both the Board and staff.

Consult and cooperate with committees of the Board, the Planning Commission and other City boards and commissions in the administration of the City's affairs.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited college or university with a degree in Public Administration or other area relevant to municipal government, including or supplemented by accredited courses in accounting, business administration, political science, and economics. A minimum of 5 years management and administrative experience in municipal government or similar public agency. Must become a resident of the City of Millington within ninety (90) days of appointment to the position. Must have or secure within thirty (30) days of appointment a valid driver's license in the State of Tennessee and must have a driving record acceptable to the City's insurance carrier. Must be a member of the Tennessee City Manager Association or obtain membership within one year after appointment. Must be bondable.

Knowledge of Job

Knowledge of municipal finances and budgetary principles and practices.

Knowledge of the organization, functions and problems associated with municipal government operations.

Knowledge of laws and regulations governing municipalities and municipal operations, including municipal purchasing procedures.
Knowledge of municipal personnel administration, including policies and procedures and federal and state laws dealing with public personnel administration.

Knowledge of administrative skills, practices and procedures related to effective and efficient administration of city government.

Public relations skills, including the ability to make presentations to community groups, explain issues, develop support for programs, etc.

Ability to evaluate situations and make decisions in a timely manner.

Ability to study municipal operations and make recommendations to the Board for improvements.

Ability to plan, assign, supervise and coordinate the activities of city employees and other resources in order to achieve the most efficient and effective day to day operations.

Ability to express ideas and information clearly, concisely and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment which includes a computer, printer, typewriter, calculator, copier, facsimile machine, telephone, and two-way radio. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. The Manager will normally work indoors in an office environment, but may occasionally work outdoors when monitoring projects, inspecting services, etc.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to managers or assistants as well as communicating with the general public. Must be able to communicate effectively and efficiently in a variety of administrative or professional languages.

LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel related

and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of management; to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.). (Hearing - perceiving nature of sounds by ear).

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NOTE

The Board of Mayor and Aldermen may determine in their sole discretion that an applicant by virtue of education, training, and/or experience possesses the equivalent of any particular job requirement.

Statements contained in this job description are intended to reflect the general duties and responsibilities required for the position of Millington City Manager and are not intended to be all inclusive. Other and additional duties may be required or assigned which are not stated herein.

Nothing contained in this job description, or any other written policy, of the City of Millington is intended to constitute any employment relationship or contract. This job description, and any other written policy, are simply statements of City policy.

The City of Millington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Thomas F. Christie Employee's Name (Please Print)	Employee's Signature	Date
Mayor Terry Jones Mayor's Name (Please Print)	Mayor's Signature	Date
Alderman Bethany Huffman Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Hank Hawkins Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Frankie Dakin Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Larry Dagen Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Thomas McGhee Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Chris Ford Alderman's Name (Please Print)	Alderman's Signature	Date
Alderman Mike Caruthers Alderman's Name (Please Print)	Alderman's Signature	Date