



## **JOB DESCRIPTION**

### **City of Aurora, Indiana**

**POSITION:** City Manager

**DEPARTMENT:** Mayor

**WORK SCHEDULE:** Salary

**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** January, 2020 **STATUS:** Full Time

**DATE REVISED:** July, 2022 **FLSA STATUS:** Exempt

### **JOB SUMMARY**

The City Manager position was created pursuant to Indiana Code §36-4-12-2 and ordained by the Common Council of the City of Aurora via Ordinance 2014-009. The position is employed and appointed by the City Executive (Mayor), to serve at the pleasure of the Mayor, who shall submit the City Manager's compensation and terms of employment to the City Legislative Body (Common Council) for approval. The position provides recommendations and oversight on the operations of the city.

### **GENERAL DESCRIPTION / RESPONSIBILITIES:**

- Administering city operations.
- Developing and implementing long-range strategic plans within the city.
- Advising of affairs and providing recommendations to the City Executive, the Legislative Body, and other appointed commissions and boards of the city, including the Board of Works, the Utility Board, the Park Board, and the Redevelopment Commission. Attendance of all meetings is required.
- Administering, recommending, and enforcing policies, ordinances, orders, resolutions, and statutes of the Legislative Body of the City.
- Managing, hiring, suspending, transferring, or discharging of city employees. The City Manager provides direct supervision of the Supervisor of Public Works, Director of Parks and Recreation, and Executive Assistant. The City Manager is not the direct manager of any Department Head of the City who otherwise answers directly to the City Executive, or others, by statute or other local rule.
- Implementing and developing effective management policies and practices within the city and resolving problems and conflicts that arise.
- Administering, managing and reporting on city projects, including streets, sidewalks and utility infrastructure, buildings and facilities, city assets, and capital improvement projects. Includes grant writing and administration, the position must act as the Employee in Responsible Charge (ERC) for all state and federal funded improvement projects and shall maintain needed certifications to act as such.

- Managing independent contractors hired by the Legislative Body or the City Executive, and act as the liaison for communication between independent contractors.
- Coordinating, preparing and managing budgets and reports with the Mayor and Department Supervisors to update the Legislative Body when required or appropriate. Including creating purchase orders, submitting requisition requests, and confirming materials receipts.
- Reviewing and executing contracts on behalf of the City for materials, supplies, services or improvements, which includes following public purchasing and procurement laws, appropriations procedures, and notice and competitive bidding requirements established by statute or local rule.
- Administering and managing all Economic Development, Community Development and Redevelopment efforts and projects on behalf of the city.
- Cultivating cooperative partnerships with outside public and private entities to improve the efficiency, operation, and development of the city and its services.
- Representing and lobbying on behalf of the city before various political, social, professional, business, citizens, and other groups for the purpose of promoting the city. Including providing public relations on behalf of the city, being the initial contact for media sources, informing the public of the city's affairs, promoting city business, writing and distributing press releases, and assisting in updating the city website and social media accounts.

This position will be subject to the rules, policies, and operating procedures established by the city, as they may be amended from time to time.

### **JOB REQUIREMENTS:**

- Must have a minimum of a high school diploma, GED or equivalent education. Should possess a BS/BA in Political Science, Public Administration, Business, or related field from an accredited college/university. A MS/MA in a related field is preferred;
- Must display evidence of continued professional development.
- Must demonstrate the capability of providing executive-level management.
- Must have experience in and understanding of applicable local, state and federal statutes, municipal government administration, departmental management, contract facilitation, budgeting, project management and economic development.
- Must be self-motivated and capable of identifying projects and implementing them.
- Must be able to manage employees and provide direction in reaching common goals.
- Must have a basic understanding of accounting, budget management, and purchase to payment processes.
- Must have strong communication skills and be effective in building strong relationships. Basic knowledge of standard English grammar, spelling, punctuation, and ability to

understand information from various sources to communicate effectively both orally and in writing.

- Must be proficient with computer technology, modernized office procedures and record keeping, including but not limited to Microsoft Office.
- Must be organized and able to properly file and reference official documents.
- Must be able to analyze problems and recommend solutions, establishing goals, objectives, and identify alternative practices for providing effective and efficient operations and service delivery.
- Must have a safe work record with good ethics and dependable attendance record.
- Must hold a valid driver's license.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee will work in an office environment, and will be required to visit job sites both outside and inside. All City of Aurora employees are expected to follow procedures and guidelines set forth by the City and the employee's policies and procedures. The City of Aurora objective is to provide a work environment that is conducive to both personal and professional growth. There is no residency requirement for this position, yet individuals must reside within a reasonable proximity to the City of Aurora for job duties and responsibilities.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved By:

Date Hired: