

CARIBOU CITY MANAGER JOB DESCRIPTION

Revised March 25, 2021

JOB SUMMARY:

The City Manager is appointed by majority vote of the City Council for an indefinite term. Appointment is made solely based on his/her executive and administrative qualifications. The Manager is to be the administrative head of the City and though he/she need not be a resident of the City at time of appointment, may reside outside the City while in office, only with the approval of the Council.

This position is responsible for implementing policy established by the City Council while keeping the Council informed of the business, financial condition, and future needs of the City. The Manager shall be responsible to the Council for the administration of all City affairs.

POWERS AND DUTIES:

1. Attend all meetings of the City Council and have the right to take part in any discussion but has no right to vote. Discussions regarding the manager's performance evaluation will be conducted in accordance with state open public meetings laws.
2. Shall appoint those employed Administrative Officers outlined in the city Charter.
3. Direct and supervise the administration of all departments, officers, and agencies of the City, except as otherwise placed in his/her charge by the Council or provided by City Charter.
4. Participate in the negotiation of Departmental labor contracts and construction of personnel Policies for consideration by the City Council.
5. See that all laws, charter provisions, and acts of the Council, subject to enforcement by him/her, or by employees subject to his/her direction and supervision, are faithfully executed.
6. Prepare and submit the annual budget and capital program to the Council in accordance with the requirements of the City Charter.
7. Submit to the Council and make available to the public, a report on the finances and administrative activities of the City at the end of each fiscal year.
8. Develop business agenda for Council sub-committees and gather the necessary data to support the decision-making process for those sub-committees.
9. Make such other reports as the Council may require concerning the operations of City Departments, offices and agencies subject to his/her direction and supervision.
10. Keep the Council fully advised of the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as he/she deems desirable.
11. Act as superintendent of roads, parking lots, bridges, and buildings except for those buildings coming under the School Department, Cary Medical Center, Public Library and Jefferson Cary Hospital Fund.
12. To serve as a purchasing agent for the City. To purchase all supplies and materials for the City except for the School Department, Cary Medical Center, Public Library and Jefferson Cary Hospital Fund.

13. Review and approve payment of all bills of the City except those of the four departments excluded by City Charter.
14. Serve as the Human Resource Director for the City and ensure compliance with all Federal and State labor laws.
15. Appoint an attorney to represent the City in all legal proceedings, with the approval and consent of the City Council.
16. Develop a joint meeting between the City Manager, City Council, and the School Board to hear the annual School Department's budget request.
17. Annually evaluate the job performance of all Department Heads and any other direct reports.
18. Prepare agendas, supporting documentation and other appropriate information for the City Council and ensure that the public is made aware of all Council meetings.
19. Serve as an Ex-officio member of the Cary Medical Center, Caribou Economic Growth Council (CEGC) and Aroostook Waste Management Boards of Directors.
20. Maintain an awareness of all applicable State and Federal Legislation to ensure that all Departments are in compliance.
21. Serve as Fair Hearing Authority for all challenged General Assistance administrator's decisions. Conduct fair hearings in accordance with applicable State laws.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of principles and practices of public administration.
2. Knowledge of governmental accounting, budgeting, and finance.
3. Knowledge of labor relations and principles and practices of public employee negotiations.
4. Ability to organize, set priorities and work on multiple projects and tasks simultaneously and accomplish tasks within appropriate time frame.
5. Ability to analyze information, situations and/or problems to make decisions or recommendations
6. Ability to communicate effectively, both orally and in writing.
7. Ability to represent the community positively.
8. Ability to establish and maintain effective working relations with the Council, staff, the general public, and various State and Federal agencies.
9. Ability to be consistent in providing quality work in terms of accuracy, thoroughness, and punctuality.
10. Willingness to maintain interest in municipal management through reading, taking courses, attending workshops and seminars as appropriate.
11. Ability to work extra hours when necessary to complete assigned tasks.
12. Be goal oriented and possess a self-starting drive to get things done, frequently through other people.
13. Be a good and willing listener and have the ability and confidence to act independently and without precedent in the face of problems.