

City Manager

City of Talladega, Alabama

Duties & Responsibilities:

The City Manager heads the administrative branch of city government. He/she will be responsible to the City Council for the proper administration of all affairs of the City. The City Manager has the power to and is required to:

- See that all City laws and ordinances are enforced.
- Appoint and, when necessary, remove all officers and employees of the City.
- Exercise administrative supervision and control over all officers, employees, offices, departments, board and agencies of the City except those given independent status and subject to the Talladega Civil Service Act.
- Keep the City Council fully advised as to the financial conditions and needs of the City; to prepare and submit a budget proposal annually to the City Council, and be responsible for its administration after it is adopted; to prepare and submit, at the end of the fiscal year a complete report on the financial and administrative activities of the City.
- Recommend to the City Council such actions as he/she may deem necessary or expedient.
- Prepare and submit to the Council such reports as may be required.
- Serve as City Treasurer and be the custodian of the funds of the City. Keep an accurate record of the several departments and keep books showing accurately the financial condition of the City.
- Establish and administer purchasing procedures and execute all purchase orders made by the City, assure compliance with the Competitive Bid Law, and assure the best value on all City purchases.
- Monitor all utility franchise agreements to assure that all terms and conditions favoring the City and its inhabitants are performed.
- Supervise the utilization of all City property.

- Coordinate and monitor all legal activities on behalf of the City.
- Serve as a liaison with civil and merchant associations on matters concerning the City.
- Recommend to the City Council any changes, alterations, or amendments to the City Code that may be beneficial for the efficient and legal operation of the business and affairs of the City.
- Originate ideas for improvements in all City procedures and organizations so as to enhance serve and/or reduce costs.
- Perform such other duties as may be prescribed by law or that may be required of him/her by the City Council.
- Attend all meetings of the City Council.

Qualifications for the position of Talladega City Manager include:

- A Bachelor's degree in Public Administration, Business Management, Urban/Regional Planning, Government, Engineering, Accounting or a related field. A Master's degree in Public Administration or a related field is preferred.
- At least five years in a managerial position involving the management of people. Money/costs, and other resources for a government entity. Certification from the International City and County Management Association is preferred.
- Proven leadership and management ability.
- Proven skills in person-to-person relationships.
- Comprehension of financial and cost accounting methods and reports. Strong financial skills.
- Ability to read and interpret engineering drawings and maps, and to understand basic engineering principles.
- Ability to communicate effectively, both verbally and in writing.
- Familiarity with data processing systems including the evaluation and selection of software and hardware.

- Experience in the preparation and administration of budgets.
- Familiarity with local government purchasing procedures.
- Familiarity with laws governing municipal operations.
- Experience in personnel management and risk management administration.
- Experience in evaluating health care alternatives.
- Familiarity with sources of goods and services to be purchased.
- Familiarity with vehicle and equipment maintenance systems.
- Background in long-range and strategic planning.
- Knowledge of sources and procedures to receive federal, state, and county grants for special projects.

The successful candidate must also be willing to work non-standard hours and overtime as required, and be willing to travel to attend seminars and to represent the City at various meetings. The successful candidate must possess or acquire and maintain a valid Alabama Driver's License and maintain a driving record suitable to insurability with the City's insurance carrier. City residence in Talladega is required within six months of initial employment and continuously thereafter. The candidate must meet the requirements for a City Surety Bond.