

CITY OF
**NEWBURGH,
NEW YORK**

*invites your
interest in the
position of*

**CITY
MANAGER**



NEWBURGH — AN OUTSTANDING OPPORTUNITY

The City of Newburgh (NY) seeks a qualified individual to be the next City Manager. This is an outstanding opportunity to become City Manager of a progressive, Hudson River city that is home to the State of New York's second largest historic district and is located a mere 60 miles from New York City. The City of Newburgh is an ethnically diverse and economically-challenged community.

The City operates under a Council-Manager form of government with an appointed City Manager who is responsible for day-to-day operations, and a Mayor and four Council members responsible for setting policy.

The Mayor and Council are seeking a qualified, experienced, and forward-looking City Manager to provide leadership for City staff and to spearhead the City's fiscal recovery and overall renaissance.

The City of Newburgh is a full-service City. The 2010 gross annual operating budget for the City is \$59 million; including water and sewer funds of \$5 million each, a self-insurance fund of \$3 million and \$3 million in debt service. There are 291 full-time employees and 25 part-time employees.

ABOUT THE POSITION

In 2006, the City Council appointed a Charter Review Commission that was tasked with, among other things, evaluating the Council-Manager form of government. At that time the Committee recommended and Council approved keeping the Council-Manager form of government. Other recommendations proposed by the Commission, including a change in the number of wards and an increase in Council members did not receive Council support. City Manager candidates should be aware that Charter Review is again under consideration by the Council, and although the process is quite lengthy, there is a possibility that changes may occur at some time in the future.

The City Manager is appointed by the Mayor and Council, based on professional training and qualifications, to carry out the Council's policies and decisions and to ensure that the entire community is efficiently and effectively served. **The City Manager's duties and responsibilities include but are not limited to the following:**

- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws.
- Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities.
- Ensures that all City operations are performed within available resources.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes.



- Provides professional advice to the Mayor and City Council and direction to department heads.
- Communicates official plans, policies and procedures to staff and the general public.
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, evaluates and expedites workflow and process, studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws.
- Attends local, regional, and state meetings regarding policies and issues that impact the City.
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council.

ABOUT NEWBURGH

The City of Newburgh is located sixty (60) miles north of New York City on the western side of the Hudson River in Orange County, New York. Newburgh is a small densely populated community of 3.9 square miles bounded by the Town of Newburgh on the west and north, the Hudson River on the east and the Town of New Windsor on the south. The City and its immediate suburbs have a population of more than 100,000.

The population of the City of Newburgh is 28,500 (2000 Census) and the median household income is \$30,332. The elevation of the City ranges from sea level to 360 feet. The population makeup is 36 percent Hispanic/Latino, 34 percent Black/African-American and 28 percent Non-Hispanic White.

The City of Newburgh offers links to the regional transportation system, including I-84 and the New York State Thruway (I-87), navigable Hudson River access, and proximity to Stewart International Airport. The City is known for its scenic beauty and its rich cultural and architectural history. The City has an Empire Zone designation for a large portion of its acreage. Local organizations are also willing to invest time and capital to stimulate redevelopment.

There is much potential in Newburgh, with commanding views of the Hudson River valley, amazing architecture, two colleges, a major hospital and easy access to major routes and the airport.

According to the City Charter, the City Council is the governing body of the City and has the legislative and executive power to regulate, manage and control the property and local affairs of the City and has the authority, privileges and jurisdiction necessary for exercise of such power.

CURRENT CHALLENGES AND OPPORTUNITIES

The City of Newburgh is currently immersed in the challenging and critical task of recovering and preserving its fiscal health. This endeavor is being pursued on many fronts including budgeting, fiscal controls, capital finance, revenue optimization, asset optimization, and increasing operating efficiency. Another important task is improving the perception of the City's ability to tap the public debt markets as a ready, cost-effective source of funding. In 2009, the City was able to issue Tax Anticipation Notes and Bond Anticipation Notes to improve its financial position. Our finance team will face more challenges as the City must return to the market later in 2010, and present an improving profile. The City must also continue to become more fiscally sound by increasing revenue and decreasing expenditures.

There is a high level of consensus throughout the organization about the City's major goals. These include: continuing quality-of-life enhancements, stimulation of economic development, continuing expansion and redevelopment of the waterfront, rehabilitation and stabilization of neighborhoods, and maintaining and improving the economic strength of the Water and Sewer funds.

THE IDEAL CANDIDATE

The new City Manager must have demonstrated ability to develop an effective management team and carry out the goals of the City Council; be committed to high quality service delivery, and possess strong interpersonal & communication skills. Experience managing in a cutback environment is essential, as is the ability to upgrade the quality of performance, responsiveness, and customer service skills of the City staff. The City Manager must have a track record of good judgment, excellent communication with the elected body and civic/resident groups, and achievement of established goals. The successful candidate for the City Manager position of the City of Newburgh must reside within the City of Newburgh within one year of employment.



ABOUT THE NEWBURGH CITY GOVERNMENT

The City of Newburgh has had a Council-Manager form of government since the early 20th century. Among the key provisions of this form of government is that:

- The Mayor and four City Council members are elected at-large to four-year terms;
- Such terms are staggered so that every second year either two or three City Council seats are up for election;
- The City Manager and City Clerk are appointed by and serve at the pleasure of the City Council;
- The Mayor has one vote on the City Council equal to the votes of other City Council members; and
- The Mayor has no veto power over local legislation.

The ideal candidate will have the following qualifications:

EDUCATION AND PROFESSIONAL DEVELOPMENT

- A Master's degree in Public Administration; and/or at least a Bachelor's degree in Public Administration or a related field.
- An appropriate combination of public or private sector experience and professional education leading to a proven capability to manage the affairs of this municipal corporation.
- Demonstrated continuing professional development, active membership and training with related professional associations, such as ASPA and ICMA, post-graduate education or other management training.

EXPERIENCE

- Seven to ten years' progressively increasing executive responsibility for organization, management, policy formulation and service delivery in an organization approaching the complexity of the City of Newburgh, including five years in a supervisory capacity.
- A record of customer service and responsiveness to citizens, establishing an organizational practice of continuous improvement and performance measurement.
- Experience and skill in financial analysis and budgets, focusing City Council priorities, preparing operating budgets, capital improvement plans and other long range financial plans.
- A record of building successful working relationships with adjoining jurisdictions such as the School District, County and other municipalities.
- Experience with a broad variety of services, including public safety, public works, water and sewer utilities, housing and zoning enforcement, library and cultural services, parks and open space and economic sustainability.

WORKING STYLE, SKILLS, KNOWLEDGE AND ABILITIES

- A facilitative style, supportive of department heads and interested in the work of employees of each department. A manager who sets direction, remains in regular communication and holds department heads accountable for achieving goals.
- A style of sharing policy development with City Council and staff without imposing his or her own policy agenda. Skilled at translating policy into practice with staff members.
- A neutral approach to issues and the political process, modeling the strong professional role of the City Manager.
- A record of promoting employee development and leadership, including honest appraisal and preparation for higher levels of responsibility.
- A leader with foresight to imagine and anticipate trends and opportunities. A person who can help to articulate to residents and City staff the values and the vision for Newburgh.
- A thorough approach to examining alternatives, and presenting well-documented recommendations to elected officials, including explanation of alternatives, pros and cons. A person who is nevertheless decisive when necessary and appropriate.



- Demonstrated skills in interpersonal, written and oral communications in order to establish strong trust with City Council and to enhance the credibility of City government.
- Availability for neighborhood meetings, business and civic affairs and evening or weekend public meetings.
- An understanding of the importance of positive public relations, including communication with the public and the news media, and skill in public speaking and presentations.
- The ability to serve as a spokesperson on public policy while retaining a sense of the importance of the public role of elected officials.
- Knowledge of business retention and redevelopment in a context of economic sustainability.
- Familiarity with trends in technology useful for municipal functions, and skills in using information technology.
- Awareness of local, regional, state and national municipal issues and practices, with a network of knowledgeable, objective advisors.

DESIRED ATTRIBUTES

The ideal candidate will:

- Be politically sensitive and results-oriented.
- Have a high level of professional and personal integrity.
- Be innovative, proactive, and entrepreneurial.
- Have a vision for the future of the City.
- Be committed to quality and aesthetics.
- Be strong, yet still able to follow the Council's lead.
- Involve staff in decision making.
- Have the knowledge of how to develop, maintain, and motivate a good team.
- Be friendly, outgoing, and approachable.
- Have strong public relations skills.
- Be experienced with union negotiations.
- Be focused on excellent customer service.
- Be able to maintain the trust of the Council, the community, and staff.
- Genuinely care about employees and encourage their development.
- Have a strong personality, but work well as a team player.
- Have experience and strong skills in budgeting and financial oversight.
- Possess a high energy level and seek challenges.

- Relate effectively to diverse constituents.
- Communicate very effectively with the Council, employees, citizens, and other constituents.
- Be able to maintain positive relationships with other governmental agencies.

PERSONAL CHARACTERISTICS

- Possess unquestioned integrity and ethics.
- Be a person who demonstrates the highest standards of professional conduct.
- Understand the need to listen and learn before acting upon initiatives or making significant changes.
- Possess a “can do” style, and the strength and initiative to recognize valuable programs or projects and take action.
- Be a relationship-builder with community members, City Council and staff, and other colleagues.
- Be a person who is sensitive to and interested in community history, values, cultural diversity and political activism.
- Have strength of character and skills in motivation and team-building necessary to establish strong working relationships with the City Council and to help them focus on policy, new opportunities and priorities.
- Be a person who is candid and forthright with the Council, residents and the staff. A person who is credible and available to employees as well.
- Establish open rapport with staff members, valuing the talents and accomplishments of each.
- A person who respects individuals and values professional development for each.
- Be a strategic thinker with global perspective.
- Possess a combination of optimism and good humor.



DUTIES AND RESPONSIBILITIES

The City Manager is the chief executive and administrative officer directly responsible to the City Council for the administration of all City affairs as provided by the Charter including, but not limited to the following:

- Appoint, suspend, or remove all city employees except as otherwise provided for by the Charter, law, or personnel rules adopted in accordance with this Charter. The City Manager may authorize any administrative officer subject to the city manager's supervision to exercise these powers with respect to subordinates.
- Attend all meetings of the City Council with the right of voice, but not vote.
- Submit to the City Council and make available to the public a complete report of finances and administrative activities at the end of each fiscal year.
- Make such reports as the City Council shall require regarding the operation of the City, its departments and agencies.
- Keep the City Council fully advised as to the financial condition and future needs of the City and make recommendations as to courses of action.
- Perform the duties prescribed by the Charter or required by the City Council.

COMPENSATION

The salary for the new City Manager will be dependent upon the experience and qualifications of the successful candidate. In addition, a competitive benefits package will be provided to the successful candidate.

INTERVIEW PROCESS AND CONFIDENTIALITY

After screening and qualification by The Mercer Group, Inc., final candidates will be invited to Newburgh for an interview with the City Council. Intensive background investigations will be conducted. Other tests of fitness and merit may be required of the final candidates. The resumes and all application materials of applicants will be kept confidential. The City Council's discussion and comparison of leading candidates may be conducted in executive session, as well as their final deliberation about finalists. The interviews and full records of finalists will be open to the public.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact James L. Mercer, President, The Mercer Group, Inc. at 770-551-0403; jmercer@mercergroupinc.com

Resumes, cover letters and salary history should be sent by close of business May 14, 2010, to:



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