



**CITY OF NEWBURGH, NEW YORK**

**INVITES YOUR INTEREST IN THE POSITION OF**

**CITY M A N A G E R**

**August 2013**

## **NEWBURGH: AN OUTSTANDING OPPORTUNITY**

The Mayor and City Council of the City of Newburgh are seeking a qualified, experienced, innovative and motivated City Manager to provide leadership for City staff, and to continue the City's fiscal recovery and overall renaissance. This is an outstanding opportunity to lead a progressive, ethnically diverse Hudson River municipality located just 60 miles from New York City.

The City of Newburgh is a small densely populated community of 3.9 square miles on the western side of the Hudson River in Orange County, New York. It is 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 neighbors have a population of more than 100,000.

The City's 2013 gross annual operating budget is \$42 million; including water and sewer funds of \$6 million each, a self-insurance fund of \$3 million and \$3 million in debt service. There are 225 full-time employees.

The City operates under a Council-Manager form of government with an appointed City Manager who is responsible for day-to-day operations, and currently a Mayor and four Council members responsible for setting policy. As of January 1, 2014, the Council makeup will change to a Mayor and six Council members.

The population of the City of Newburgh is 28,259 (2010 Census) and the median household income is \$37,391 with a population makeup of 36 percent Hispanic/Latino, 32 percent Black/African-American and 32 percent Non-Hispanic White.

## **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:

- (a) Appoint, suspend, or remove all city employees except as otherwise provided for by the Charter.
- (b) Attend all meetings of the City Council with the right of voice, but not vote.
- (c) Provide for the execution and enforcement of laws, provisions of the Charter and acts of the city council.
- (d) Prepare and submit the annual budget and capital program to the City Council
- (e) 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.
- (f) Make such reports as the City Council shall require regarding the operation of the City, its departments and agencies.
- (g) 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.
- (h) Perform the duties prescribed by the Charter or required by the City Council.

## **THE IDEAL CANDIDATE**

The 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 and 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 ideal candidate shall also possess the following attributes:

- 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, out-going, 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 encourages their development
- Have a strong personality, but works well as a team player
- Have experience and strong skills in budgeting and financial oversight
- Possess a high energy level and seeks challenges
- Relate effectively to diverse constituents
- Communicate effectively with the Council, employees, citizens, and other constituents
- Be able to maintain positive relationships with other governmental agencies

## **EDUCATION & EXPERIENCE REQUIREMENTS TO APPLY**

- A. Master's Degree in Public Administration, Public Affairs or Public Policy, or an equivalent graduate degree, AND two years experience in an appointed managerial or administrative position in local government or other related experience, OR;
- B. Bachelor's Degree in Public Administration, Public Affairs or Public Policy, or an equivalent degree, AND five years experience in an appointed managerial or administrative position in local government or other related experience.

## **RESIDENCY**

The City Manager must establish residency within the City limits within 120 days of appointment. The City Council may grant one 60 day extension of this period.

## **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 an Interview Committee, final candidates will be invited to 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.

## **HOW TO APPLY**

Resumes, cover letters and salary history should be sent in confidence by close of business September 30, 2013 to:

Michelle M. Mills  
Civil Service/Personnel Administrator  
City of Newburgh  
Newburgh, NY 12550

Or via E-Mail to: [mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov)  
Website: [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

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