



CITY OF NEWBURGH, NEW YORK
INVITES YOUR INTEREST IN THE POSITION OF
CITY M A N A G E R

December 2013

NEWBURGH: AN OUTSTANDING OPPORTUNITY

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

This is an outstanding opportunity to lead 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 six Council members responsible for setting policy.

The City of Newburgh is a full-service City. The 2013 gross annual operating budget for the City 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.

Newburgh is located sixty miles north of New York City on the western side of the Hudson River in Orange County, New York. The City of 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, 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, 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.
- (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 & 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 shall be permitted to establish residency within the City limits within 120 days of appointment. The City Council, where circumstances warrant, 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 January 15, 2014 to:

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

Or via E-Mail to: mmills@cityofnewburgh-ny.gov
Website: www.cityofnewburgh-ny.gov

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