

City Manager – City of Oneida, NY

- Job title:** City Manager
- Location:** City of Oneida, New York
- Terms:** Full Time/Exempt/Indefinite Term with Contract Stipulations
- Salary/rate:** \$100,000 - \$120,000
- Requirements:** The City of Oneida is seeking a creative problem solver with solid administrative skills who is comfortable advising the City Council with well-supported professional recommendations. Guided by moral and ethical leadership, this person will be an effective and approachable leader who inspires staff to reach their best potential.
- About us:** The City of Oneida, NY is a vibrant community centrally located between Utica and Syracuse, NY. Oneida is a family friendly city of about 11,000 people. This is a unique opportunity to make a difference in a community with a City Council that is committed to providing a high-quality living environment for its residents.
- About the role:**
- Chief Executive and Administrative Officer of the City
 - Provide the City Council with Policy Advice
 - Implement Policies Established by the City Council
 - Recommend and Administer Annual Budget
 - Appointing Authority for All Personnel
 - Oversees Daily Operations of the City
- Responsibilities:**
- Under legislative and policy direction of the City Council, executes, leads and coordinates the management and administrative policies and directives of the City Council
 - Conducts administrative studies of City operations, procedures and department budget requests
 - Prepares recommendations to departments and to the City Council for ultimate policy decision
 - Completes Grant Applications for funding to offset City budgetary expenses.
 - Directs the preparation of a structurally balanced budget for all City funds; and performs related work as required.
 - Oversee the conduct of performance evaluations, training, and hiring, discipline and termination procedures as well as directly supervises management, professional, paraprofessional and support staff.
 - Exercises effective administrative supervision of the City through department heads and coordinates the operation of all City departments; resolves interdepartmental problems or conflicts.
 - Present reports and recommendations to elected officials and establish and maintain effective working relationships with elected officials as well as with subordinates and representatives of other governmental units and civic groups

Candidate requirements:

- Comprehensive ability to plan, organize, direct and coordinate the work of large, multifunctional organizations representing the entire spectrum of City government operations and public services
- Excellent communication and presentation skills
- Extensive Grant Writing Experience
- Exceptional organization and time management skills
- Effective leadership skills and experience with managing teams
- Willingness to learn from mistakes and give feedback on ways to improve Collaborative and team-oriented tasks
- Experience with goal setting and program evaluation
- Other duties as deemed necessary
- Bachelor Degree in Public Administration, Business Administration, Planning and Development, or other substantially similar business related degree combined with a minimum of 5 years of experience in management
- Accreditation with ICMA (International County/City Manager Association) preferred

How to apply:

- Interested candidates should submit a resume, cover letter and three professional references via email to: jmonaghan@oneidacityny.gov