

City Administrator - The City of Pottsville, Pennsylvania

The City of Pottsville, Pennsylvania is seeking the services of a highly skilled, motivated professional to serve as City Administrator. The City Administrator will serve as the chief executive officer of Pottsville, managing day-to-day operations of the city, overseeing departments, and collaborating with elected officials, City boards and Commissions and the community. This key leadership role involves managing city budgets, driving strategic initiatives, and ensuring that Pottsville's policies reflect the needs and aspirations of its residents. Key responsibilities include:

- Manage the overall operations of the city, ensuring efficient delivery of services to residents.
- Develop and implement city policies, a budget of \$11,000,000, long-term strategic plans.
- Manage and mentor city staff to achieve organizational goals.
- Serve as a key advocate for Pottsville, promoting growth, revitalization, and sustainability.

Nestled in the scenic hills of central Pennsylvania, Pottsville is a vibrant city with a population of 13,355. Known for its rich history, diverse culture, and tight-knit community. Home to landmarks like the iconic Yuengling Brewery, Pottsville offers a small-town charm with big-city potential. As the county seat, Pottsville is a hub for local government, business, arts, health care and education, making it the perfect place for a leader to grow and thrive.

Qualifications:

- Seven (7) years of proven experience in local government management or a similar leadership role.
- Strong understanding of municipal budgeting, planning, and operations.
- Excellent communication, organizational, and problem-solving skills.
- A commitment to fostering community engagement and collaboration.
- Minimum education includes a bachelor's degree in public administration, political science, or related field.
- Must live within the Pottsville City limits or relocate to Pottsville within 6 months of hiring.

How to Apply: **Deadline for submission is January 23rd, 2025**

Application packet including the job description, and application can be obtained via email cityclerk@pottsvillepa.gov

To submit: Please send cover letter, resume with three (3) professional references and job application to the City of Pottsville, 401 North Centre Street, Pottsville, Pa 17901 attention: City Clerk or via email: cityclerk@pottsvillepa.gov

The City of Pottsville is an equal opportunity employer.

CITY ADMINISTRATOR JOB DESCRIPTION

GENERAL PURPOSE The City Administrator is appointed by the Mayor and City Council and serves as a public administrator and as the Chief Executive Officer of the City of Pottsville. This position is responsible to the Mayor for the proper administration of all City affairs assigned by statute, ordinance, resolution, or direction of the City Council. This position acts as chief advisor to City Council and assists the council by implementing strategic plans, laws, ordinances, and policies.

- The City Administrator oversees daily operations of all City departments except the Police Department. Holds meetings with the citizens, private groups, and other members of the community.
- Prepares staff and City Council to respond appropriately to a variety of possible emergency situations.
- Exercises significant level independent judgement and decision-making authority.

SUPERVISION EXERCISED AND RECEIVED

- Reports to and works under the general supervision of the City Council and the Mayor.
- Exercises direct supervision for exempt and non-exempt employees including all Department Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES • Attend meetings of the City Council to receive instructions, status reports and policy.

Oversee agenda preparation for the above meetings. Prepare written reports on agenda items to be sent to Council before the meetings.

- Review and prepare policy and procedural proposals for adoption by the City Council.
- Oversee the implementation and enforcement of ordinances, resolutions, and policies.
- Represent the City at a variety of meetings and public functions, answer inquiries from the public on a multitude of subjects.
- Oversee the preparation of operating and capital budget proposals for review and adoption by the Council and oversee execution of the budget during the year.
- Recommend capital improvement projects.
- Work with City Council and the City Clerk regarding investment activities for City funds under the policies and procedures set by the City Council.
- Review results of departmental audits and ensure adequate corrective actions are initiated. Reports status to the Council; provide necessary support to the annual independent auditors.
- Prepare reports to the public, negotiate contracts and other agreements with outside agencies as requested by the Mayor; analyze contract proposals and reviews formal bids; and coordinate bid awards with the City Council.
- Review operations franchised by the City to ensure that obligations are met.

- Delegates authority for pertinent administrative tasks to various departments and resolves conflicts where appropriate. Acts as focal point for distribution of information, written or oral, to applicable staff and agency volunteers.
- Supervise the coordination of all municipal activities, interpretation of policy for staff and resolve of conflicts within City government.
- Recommends appointments of department heads, appoints administrative personnel, recommends removal, suspension, or reprimand of employees.
- Coordinates the activities of City Government with other local governmental entities.
- Performs many varied tasks as assigned by the Mayor or Council.
- Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council meetings. Implements City Council's directives, initiatives, and policy interpretations.
- Represents the City and conducts meetings with the citizens, private groups, and other members of the community. Enthusiastically embraces the City's culture, traditions, and residents.
- Expected to be active in the community, professionally as well as personally.
- Performs administrative tasks like budgeting, recommendations, attend council meetings, among other duties and responsibilities that the council may assign.
- Create innovative long-term Financial Stability through Economic Development
- High Performance and Exceptional Customer Service
- Confident, accessible, approachable, and grounded servant leader that builds and maintains a diverse workforce, and close-knit, high-performance culture.
- Use independent judgement to make tough decisions or facilitate consensus.
- Address difficult situations proactively and fairly.
- Writing proposals for new ordinances or resolutions.
- Sets goals and participates in futuristic planning that will ensure that the city infrastructure is sound and that the city finances remain solvent.
- Embrace technology by optimizing and implementing technologies that will help team members improve productivity, quality, and performance.
- Increase professionalism, promote, and inspire high-performing teams.
- Unite the organization around a shared sense of purpose, teamwork by articulating expectations, delegating with clarity, and creating a culture of accountability

QUALIFICATIONS EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, business administration, or a related field from an accredited college or university is required. A master's degree is preferred.

- At least seven (7) years of progressively responsible municipal government operations experience, including three (3) or more years of experience as a city manager or assistant city manager, is required.
- Successful planning and development services experience is preferred,
- Experience planning, promoting, and simultaneously overseeing multiple projects; ensuring that the projects are completed according to design, on time, under budget, and with minimum public disruption.

KNOWLEDGE AND UNDERSTANDING

- Knowledge of general management practices and principles including strategic planning, and general accepted business practices
- Knowledge of municipal operations, municipal finance, and advanced budget skills services.
- Extensive knowledge of local government practices and procedures including public sector procurement procedures.
- In-depth knowledge of planning, zoning, subdivision development, building code administration, administrative appeals, code enforcement, redevelopment, economic development, and public works.
- Knowledge of human resources policies/procedures, programs, and professional standards.
- Knowledge of local, state, and federal municipal and employment regulations.

DEMONSTRATED SKILLS

- Solutions-oriented, critical thinker that uses objective analysis to assess and solve issues.
- Ability to motivate others by example
- Communicate and demonstrate support for the City's mission, vision, and values.
- Communicate effectively with the City's management team, employees, City Council, volunteers, and the community.
- Work cooperatively with all employees toward the common goal of providing efficiency and high-quality services.
- Initiate activities to improve City operations, employee performance, morale, and work methods.
- Create close, positive, productive, and lasting relationships with all members of the City Council.
- Proven record of skillful coaching, teambuilding, negotiation, mediation, project management, media interaction.

ABILITIES

- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials and representatives of private/public entities in the community
- Ability to research and present information effectively
- Ability to prepare effective written documentation and reports

- Ability to coordinate
- Ability to make effective public presentations
- Ability to investigate, analyze and effectively resolve problems and conflict
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and manage sensitive issues with discretion and sound judgment
- Ability to understand and use emerging technology solutions that best fits the City
- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications.

PHYSICAL DEMANDS

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 25 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

WORK ENVIRONMENT

- Work in an office setting.
- Attendance is required at City Council meetings, most of which occur after regular business hours.
- Attendance may be required at other public meetings and informational gatherings
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position.

Compensation will be based upon knowledge and experience. Expected range is \$70,000 to \$85,000. Premium benefit package includes: medical, dental, optical, prescription, life insurance, PTO (vacation, sick, personal, vacation) defined pension

- The City of Pottsville is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Clerk at 570-622-1234, x 1341
- The City of Pottsville is an Equal Opportunity Employer.
- Residency Requirement – must live within the Pottsville City limits or relocate within 6 months of hiring.

Deadline for submission is January 23, 2025

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Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer.

Please Print

Position applied for _____ Application Date ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Home Phone (____) _____ Cellular/Other # (____) _____ E-mail address _____

Shift preferred 1 2 3 Any Expected pay _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

If necessary, best time to call you is _____ : _____ AM Home Cellular/Other
PM

How were you referred to our Company? _____

Have you submitted an application here before? Yes No If yes, please give date(s) and position(s): _____

Have you ever been employed here? Yes No If yes, please give dates: _____

Is this application a request for reemployment following an extended military leave of absence from our Company? Yes No
If yes, additional information may be requested.

If you are under 18 years old, can you provide a work permit if required? Yes No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?
NOTE: This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.
 Yes No Need more information about the job's "essential functions" to respond

Will you travel if required? Yes No Will you work overtime if required? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No N/A

Have you ever been bonded? Yes No

Please provide your driver's license number, if driving is required for this job. _____ State _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our Company? Yes No If yes, please explain: _____

NOTE: Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? Yes No
If yes, please provide date(s) and details: _____

Employment Experience

Place an X by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer _____

Contact Name _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ___/___ to (mm/yy) ___/___ Hourly rate/salary: starting ___/___ final ___/___

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employment Experience (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Education Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

Social Security Number

SS# _____ - _____ - _____ The Company will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes.

References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-Mail	Years Known

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature _____

Date ____/____/____

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**ATTORNEY
APPROVED**