

# City of Grenada

## City Manager

### Information for the City Manager Position:

The City of Grenada, Mississippi's population is approximately 13,092.

Salary commensurate with experience. Projected salary range \$70,000-\$90,000, plus use of city automobile.

Seven-member Council-Manager form of government, with approximately 190 employees.

### Job Qualifications:

During the tenure of office, the City Manager shall reside within the city of Grenada and shall give their full time to the duties as City Manager.

### Duties/Responsibilities:

The City Manager shall be the head of the administrative branch of the city government. He or she shall be responsible to the council for the proper administration of all affairs of the city and to that end, he or she shall have exclusive power and shall be required to:

- A) Appoint, and when necessary for the good of the service, remove all employees of the city over whom he or she has jurisdiction, and except that he or she may authorize the head of a department or office to appoint and remove subordinates in such a department or office.
- B) Prepare the budget annually and submit it to the council and be responsible for its administration after adoption.
- C) Prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- D) Keep the council advised of the financial condition and future needs of the city and make such recommendations as may seem to him desirable.
- E) Perform such other duties as the council may, from time to time, require of him or her, and as may be otherwise prescribed by the City's Charter.

### Knowledge, Abilities, and Skills Required:

- 1) Considerable knowledge of the principles of supervision, organization, and administration.
- 2) Considerable knowledge of standard principles and practices in the fields of budgeting, accounting, and public finance.
- 3) Considerable knowledge of the current literature, trends, and developments in the fields of public administration and public finance.
- 4) Ability to plan, direct, and coordinate the work of subordinates.

- 5) Ability to express ideas effectively orally and in writing.
- 6) Ability to establish and maintain effective working relations as necessitated by work assignments.

**Education/Experience Requirements:**

Applicant must have a degree in Public Administration, Business Administration, or related field from an accredited college or university and five years demonstrated experience in City or County Government.

Considerable experience in a staff, managerial, or administrative capacity appropriate in the area of assignment.

Please submit a cover letter, resume, and three references to [adrienne@emistaffing.com](mailto:adrienne@emistaffing.com) for consideration.