

CITY OF GRENADA

JOB TITLE: City Manager

LOCATION: Grenada, Mississippi

TERMS: City Manager must reside within the City of Grenada

SALARY: \$75,000-\$90,000.00 plus nice benefit package

Nature of Work

Highly responsible administrative and managerial work in the operation of a City Government in the form of a seven-member Council-Manager structure that employs approximately 170 individuals. The City of Grenada has a population of approximately 12,700.

Examples of Duties

- Directs and coordinates work of the staff and operating departments
- Hires and fires staff
- Monitors and controls the financial affairs of the City
- Prepares and implements budget according to the funding priorities of the City Commission
- Relates to neighboring jurisdictions; the county, state, and federal government; other governmental agencies; and local citizens, interest groups, local businesses, vendors, and contractors
- Implements the policies and directives set by the City Council
- Directs the City's collective bargaining negotiations, contract agreements, impasse proceedings, grievances, and related employee-relations activities

Knowledge, Skills and Abilities

- Extensive knowledge and practice of public management and organization theories, principles, practices, and techniques at the local level
- Thorough knowledge and practice of the organization, function, and methods of operation of the City's legislative and departments
- Extensive knowledge of the basic laws, ordinances, and regulations underlying the municipal corporation
- Thorough knowledge of municipal finances and administration
- Ability to analyze a variety of complex administrative problems, make sound recommendations for their solutions, and prepare working procedures
- Ability to establish and maintain effective working relationships with other City officials, employees, residents, the press, and the general public
- Ability to serve with honesty and integrity in accordance with the letter and spirit of all City, County, and State ethics and conflicts of interest policies
- Ability to plan, supervise, and coordinate the work of subordinates

Minimum Requirements

- Bachelor's degree in Business or Public Management, Finance or a closely related field from an accredited college or university; master's degree preferred.

- At least five (5) years of executive-level leadership experience in a complex, dynamic, and diverse government or private sector organization. City or County leadership experience or extensive knowledge of local government is preferred.
- Demonstrated professional management and leadership skills, including oral and written communication skills, financial management, human resources, labor relations, public/private joint ventures, tourism, planning and community development, economic development, public safety, and general municipal services and operations

TO APPLY:

Please submit a Cover Letter and Resume to Mary A. Brown, City Attorney:
Marybrown.grenada@gmail.com

CLOSING DATE: July 31st, 2024