



City of Milford  
City Manager  
Pay Grade: 15 (Contract)

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** At least 10 (ten) years of previous experience in the city management profession in progressively more responsible positions, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, ICS-400, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** Bachelor's degree in Political Science, Business, Leadership, or related field, with master's degree in Public Administration, Public Policy or Business Administration preferred; five years' senior management experience (preferably in municipal government); or 8 years equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities. ICMA Credential Manager designation preferred or attained within 1 year of date of hire.

**Direct Supervisor:** City Council

**Supervisory Responsibility:** Large group

**Primary Work Location:** Office setting

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**Job Summary:** The City Manager shall be the chief administrative officer and the head of the administrative branch of the municipal government, overseeing Public Works, Electric, Economic Development, Planning, Finance, Information Technology, Human Resources, and Parks and Recreation. The City Manager shall function with an appropriate degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs, and acceptable performance levels for their functional area. The City Manager is expected to exercise a high degree of initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines.

The City Manager shall be committed to the mission, vision and values of the City and demonstrate such ethical conduct, community stewardship, individual initiative, and responsive service. The City Manager shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of municipal resources, progressive decision-making, personal accountability, and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the City Council.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

**Duties required by the Charter.**

- A. They shall appoint, and when they deem it necessary for the good of the City, suspend or remove City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. They may authorize any administrative officer, who is subject to their direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office, or agency.
- B. They shall direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law.



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- C. They shall attend all City Council meetings and shall have the right to take part in discussion but may not vote.
  - D. They shall see that all laws, provisions of this Charter and acts of the City Council, subject to enforcement by them or by officers, subject to their direction and supervision, are faithfully executed.
  - E. They shall prepare and submit the annual budget and capital program to the City Council.
  - F. They shall submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
  - G. They shall make such other reports as the City Council may require concerning the operations of City departments, offices, and agencies subject to their direction and supervision.
  - H. They shall keep the City Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as they deem desirable.
  - I. They shall perform such other duties as are specified in this Charter or may be required by the City Council.

**Communication**

- J. Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council.
- K. Communicates orally, and in writing, with residents, businesses, the media, the public, civic groups, and the City Council to resolve concerns and problems, and answer questions.
- L. Requires and reviews regular and comprehensive management reports from all subordinate departments and divisions.
- M. Maintains current awareness of issues discussed by Boards and Commissions.
- N. Attends and participates in professional groups.
- O. Attends and participates in Council Committees as appropriate to ensure the proper function and effective work of the Committees.
- P. Responds to and resolves difficult and sensitive employee, resident and other inquiries and complaints.
- Q. Communicates and demonstrates support for the City's mission, vision, and values.
- R. Communicates effectively with the City's management team, employees, City Council, volunteers, and the community.
- S. Represents the City at non-ceremonial public functions, before citizens' groups, with business and industry groups and between governmental agencies.

**Leadership and Management**

- T. In accordance with the Charter, administers and enforces the City Charter and is responsible for the operations of the City.
- U. Meets with and advises the City Council on matters related to City operations and policies.
- V. Plans, coordinates, and directs the operation of subordinate City departments and programs, evaluates organizational issues and problems, and facilitates strategies to address issues and problems.
- W. Maintains intergovernmental relations with other cities, and regular contact with public and private organizations.
- X. Provides overall organizational leadership and promotes organizational values.
- Y. Ensures an inclusive and discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation, gender identification, and all other non-job-related factors.
- Z. Works with other appointees to create systems to facilitate and ensure maximum productivity of employees.



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- AA. Recommends to the Council personnel policies and assignments for efficient operation of the City government.
  - BB. Ensures that all laws, provisions of the Charter, and acts of the Council subject to enforcement, are faithfully executed.
  - CC. Works cooperatively with all employees toward the common goal of providing high quality services.
  - DD. Collaborates with other City Council appointees.
  - EE. Manages the City's physical plan and infrastructure.
  - FF. Employs human relations skills in customer service, problem-solving, decision-making and stewardship to demonstrate support for the City's mission, vision, and values.
  - GG. Initiates action to improve departmental and City operations, employee performance, morale, and work methods.
  - HH. Seeks federal and state grants and loans and seeks outside sources of funding; negotiates rates with various public and private utilities.
  - II. Make recommendations pertaining to the future direction of the City and engage in long-term planning.
  - JJ. Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology, related to municipal programs and operations.
  - KK. Perform other duties as needed for the effective operations of the City, including representing the City as a member of the Board of Directors of the Delaware Municipal Electrical Corporation (DEMEC).

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Knowledge of general management practices and principles including strategic planning.
- Knowledge of municipal operations, finance, and services.
- Knowledge of complex public policy issues.
- Knowledge of federal, state, regional and local. jurisdictional partnerships.
- Knowledge of local government practices and procedures. including public sector procurement procedures and municipal fiscal management and fiscal policies.
- Knowledge of latest information on state and national policy trends as they affect the City.

**Skills**

- Time management.
- Multi-tasking.
- Communication- able to understand written and oral communication.

**Abilities**

- Ability to establish and maintain effective work relationships with co-workers, City officials and representatives of private/public entities in the community.
- Ability to research, collate and present information effectively.
- Ability to prepare effective written documentation and reports.
- Ability to coordinate complex, inter-departmental programs, and procedures.
- Ability to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and oversee sensitive issues with discretion and sound judgment.



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- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with the Mayor, City Council, and human resources.

Mayor:

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Employee:

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Human Resources Director:

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