



**LEBANON CITY COUNCIL
MARCH 14, 2022 - 6:00 PM
GOVERNANCE COMMITTEE
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 599 303 430#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The March 14, 2022, Governance Committee Meeting is hereby called to order.

2. Approval of Minutes: None

3. New Business

A. City Manager Job Description

4. Future Meetings

5. Future Agenda Items

6. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

CITY OF LEBANON, NEW HAMPSHIRE

POSITION TITLE: City Manager

DEPARTMENT: City Manager

REPORTS TO: City Council

FLSA DESIGNATION: Exempt

AFFILIATION: Non-Bargaining

JOB SUMMARY

The City Manager is appointed by the City Council and serves as the City's chief executive and administrative officer in accordance with the City Charter. The City Manager has overall responsibility for implementing the Council's policies, resolutions and budget; for advising the City Council about the condition and needs of the City; for ensuring that City operations comply with the City Charter, ordinances and all applicable state and federal laws and regulations; for the proper administration of all City departments; and for representing the City at all levels of government as well as with residents, businesses, nonprofit organizations, community stakeholders, and the media. The City Manager does not oversee school operations as the School District is a separate entity overseen by a School Board and Superintendent of Schools.

The City Manager is expected to demonstrate excellent leadership; operate in a principled and civil manner at all times; place City residents first at all times and serve as an effective advocate for the interests of the City and its residents.

JOB DUTIES AND RESPONSIBILITIES

These job duties and responsibilities are representative. Except as prohibited by the City Charter and/or state or federal laws and regulations, specific duties may be assigned to other City employees. The City Manager remains responsible for ensuring that all delegated duties are performed in a satisfactory manner.

1. Ensure compliance with City Charter, ordinances, policies and all applicable state and federal laws and regulations.
2. Provide overall administration and supervision of all City departments and operations. Work with and coach department heads to ensure effective operations. Act as liaison between the City Council and administration.
3. Keep the City Council informed and advise them on conditions and needs of the City; attend and take part in all Council meetings (non-voting); provide reports as requested

- by the Council. Maintain regular, open communication with City Council and individual members.
4. Advise the City Council, and City boards and committees regarding legal compliance issues, pending legislation, financial updates and/or other important developments.
 5. Develop, present and administer the City budget and capital expenditure budget; ensure efficient use of budgeted funds and institute appropriate cost controls; and monitor revenues.
 6. Appoint, manage, and terminate department heads and other City employees consistent with City Charter requirements; Conduct annual evaluations of Department Heads.
 7. Provide leadership in the development and implementation of short and long-term City goals, plans, programs, policies, facilities and service delivery methods. Assist the City Council and all departments in complying with the *Guiding Principles* and *Principles for Sustainability*, and in assessing opportunities and challenges for the City.
 8. Ensure effective monitoring of City programs, policies and service delivery methods and recommend needed changes to City Council as necessary.
 9. Recommend new or revised City ordinances, policies and rules to City Council.
 10. Oversee, develop priorities for, and participate in labor negotiations.
 11. Oversee public relations and communication efforts; lead and participate in current and emerging social media (whether video, audio, or data based); lead and participate in community engagement efforts; monitor and respond to community satisfaction with City priorities, projects and operations.
 12. Maintain good relationships with community residents and stakeholders.
 13. Assist residents and stakeholders in addressing problems with the City and delegate to other departments and/or employees as necessary.
 14. Review, approve and sign all local government contracts and binding written agreements. Oversee service of all contract agreements (professional consultants, engineers, etc.)
 15. Serve as chief media contact for the City and provide effective representation of the City at the local, county, regional state and federal levels.
 16. Maintain current knowledge of City, state and federal issues, legal requirements related to municipal government, and best practices.

17. Attend appropriate City, county, regional, state and federal meetings, seminars and trainings.
18. Perform such other duties and responsibilities as may be assigned by the City Council, consistent with the City Charter and other applicable laws and regulations. Participate in annual performance evaluation by the City Council.

Chief Equity Officer

The City Manager shall serve as the City's Chief Equity Officer. He/she will work to develop and operationalize a long-term program of initiatives that will develop a diverse, equitable and inclusive culture and develop priorities that provide opportunities to build diversity and inclusive practices into the City's operations. The Chief Equity Officer will work with the Diversity, Equity and Inclusion Commission. For purposes of this position description, social equity is meant to include all groups as defined in City Code Chapter 185.

- Provide leadership and partner with the department directors, local community organizations and diversity leaders and experts to improve the City's inclusive climate and design equitable structures throughout the Town's programs and processes. Review policies and plans developed City wide to ensure they comply with the City's racial and social equity goals.
- Develop ways to engage communities in meaningful dialogue about racial and social equity, inclusion, and what it means for City of Lebanon to be a welcoming community, including meeting regularly with various community groups.
- Develop new employee groups to provide an engine for positively impacting the organization through effective leadership, engagement, programming and management; develop and build programs that create a common language around racial and social equity and inclusion and facilitate dialogue amongst Town employees.
- Monitor and make recommendations relative to Federal, State and Local equal employment opportunity and non-discrimination policies, mandates and directives to ensure that the Town is in full compliance.
- Provide prompt, fair and impartial processing and investigation of complaints of discrimination.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- A Bachelors Degree in public administration, business administration or a related field is required. A Masters Degree in public or business administration, planning or a related field is preferred (current matriculation or commitment to matriculate in a master's program will be considered). An advanced Graduate Degree in fields related to business, governmental, or legal studies may also be considered, including a Juris Doctor Degree (JD).

- A minimum of seven years of successful experience as a City Manager is preferred. A combination of highly responsible municipal experience and/or other relevant work experience may be considered.
- Strong knowledge of laws and regulations affecting municipal operations (as well as best practices); public administration; government operations; municipal budgets; economic development; public safety; planning; human resources and collective bargaining.

SKILLS AND ABILITIES:

- Excellent verbal, written and public presentation skills.
- Excellent leadership, management and team building skills. Ability to motivate employees and the public for the betterment of the City. Ability to be flexible and adapt to changing circumstances.
- Excellent financial skills.
- Commitment to integrity, fair dealing with all constituencies and leading by example.
- Excellent interpersonal, employee relations, problem solving and negotiation skills. Ability to facilitate effective solutions to complex organizational, political and interpersonal problems. Effective delegator and supporter of achievement of others.
- Ability to lead the City in making meaningful improvements to ensure long-term growth and success; energetic and enthusiastic booster of the City.
- Ability to work effectively with City and other government officials at all levels; employees; the general public; union officials; attorneys; private businesses; and public/private organizations.
- Ability to prioritize and balance competing and sometimes conflicting needs and to apply sound judgment, sensitivity and diplomacy in addressing City needs. Courage to take considered risks when appropriate.
- Ability to maintain confidentiality of sensitive City, employee and citizen information.
- Ability to analyze complex data, statistics and issues; anticipate problems; and identify effective solutions.
- Commitment to community engagement; appreciation and respect for the City's history and diverse population.
- Ability to interpret, communicate and apply federal, state and City laws, regulations and policies.
- Ability to effectively utilize technology.

- Attention to detail; accuracy; and ability to meet deadlines.
- Commitment to lifelong learning and continuous organizational improvement; creative and innovative mindset.

LICENSES/CERTIFICATIONS:

- ICMA manager credential or intent to obtain credential is preferred.
- Valid driver's license.

RESIDENCY REQUIREMENT:

The City Charter requires that the City Manager live within the City limits.

PHYSICAL REQUIREMENTS:

The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee will rarely lift and/or move up to 40 pounds and occasionally up to 50 pounds. Specific vision abilities include close vision.

- Agility: Ability to move quickly and easily.
- Carrying: Transporting or moving an object.
- Color vision: Ability to distinguish and identify different colors.
- Crawling: Moving about in a low or crouched position.
- Crouching: Positioning body downward and forward.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
- Fingering: Picking and pinching, through use of fingers or otherwise.
- Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
- Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
- Hearing: Perceiving and comprehending the nature and direction of sounds.
- Kneeling: Assuming a lowered position.
- Lifting: Moving objects weighing no more than 20 pounds from one level to another.
- Oral Comprehension: Ability to discern the meaning of oral speech.
- Pulling: Exerting force upon an object so that it is moving to the person.
- Pushing: Exerting force upon on object so that it moves away from the person.
- Reaching: Extending the hands and arms or other device in any direction.
- Repetitive motions: Making frequent or continuous movements.
- Sitting: Remaining in a stationary position.
- Standing: Remaining in a stationary position.
- Stooping: Positioning oneself low to the ground.

- Talking: Communicating ideas or exchanging information.
- Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
- Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
- Vision: Ability to perceive animal behavior, comprehend signs, and detect color.
- Walking: Ability to move or traverse from one location to another.
- Written Comprehension: Ability to discern the meaning of written words.
- Work is primarily in an office environment.
- Frequent work outside of regular office hours is required.
- Ability to operate office equipment.

APPROVAL/REVISION DATE: [TO BE ADDED]

NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

DRAFT