

**CITY OF LOUISVILLE, OHIO
JOB DESCRIPTION**

Job Title: City Manager

Status: Full-Time Exempt

Classification: Officer

Number Authorized: 1

Under the direction of City Council, the City Manager serves as the head of the administrative branch of government. The City Manager is the executive leader that implements the vision of City Council with the ability to serve the individual members and the whole of City Council, residents, and the City's Comprehensive Plan. Acts as the representative of the City to improve community identity – Constitution Town, USA.

Qualifications:

- Masters degree in Public Administration is required
- Minimum of 7 years of managerial experience
- Highly skilled in the areas of public relations and communications
- Extensive knowledge of public administration and local government knowledge
- Highly knowledgeable in budget preparation and execution
- General knowledge of water and sewer operations, police practices and fire operations

Functions:

- Performs all executive and administrative functions of the City
- Appoints, disciplines and terminates all officers and City employees (not otherwise authorized by the City Charter); authorizes Department Heads to appoint and remove subordinates
- Prepare and Execute the Annual Budget
- Engage with community, local businesses and surrounding Townships
- Become involved with the Community and community groups and organizations
- Participate in regional and county government
- Address future financial need of the City and inform Council

The City of Louisville is an equal opportunity employer.

City of Louisville Charter

SECTION 2 POWERS AND DUTIES.

The City Manager shall be the chief executive officer and the head of the administrative branch of the City government. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City and to that end, subject to the personnel provisions of this Charter, they shall have power and shall be required to:

(1) Appoint and, when necessary for the good of the service, remove all officers and employees of the City except as otherwise provided by this Charter and except as he may authorize the head of a department or office to appoint and remove subordinates in such department or office;

(2) Prepare the budget annually and submit it to the Council, and be responsible for its administration after adoption;

(3) 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;

(4) Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to them desirable;

(5) Have such powers and perform such duties as are prescribed by the general laws of this State for a Director of Public Safety and a Director of Public Service, not inconsistent with this Charter.

(6) Sign all contracts and bonds for and on behalf of the Municipal corporation. Within the amounts budgeted for and appropriated by the Council, the City Manager may make purchases and enter into contracts for the Municipality up to twenty-five thousand dollars (\$25,000) without necessity of further action of the Council.

(7) Perform such other duties as may be prescribed by this Charter or required of them by the Council, not inconsistent with this Charter.

(Amended November 3, 2020)