

City of Hartford Job Description



Title: City Manager
FLSA Classification: Exempt
Department: Administration
Effective Date: August 5, 2023

Job Summary: The City Manager for the City of Hartford serves as the chief administrative officer for the City of Hartford. The Manager performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient City operations. Advises the Council in planning, policy, budget, and directs and coordinates the administration of the City in accordance with policies and directives issued by the Commission as a whole.

Supervisory Structure: Reports to the City of Hartford Council. Directly manages the City Clerk, Treasurer, Police Chief, and Department of Public Works Superintendent. Indirectly manages all City employees through their department heads.

Essential Duties: The City of Hartford Charter outlines the following powers and duties for the City Manager:

- Enforce and administer the City Charter and all City Ordinances, rules, resolutions and policies;
- Enforce and administer all city contracts and franchises;
- Supervise all public utilities, improvements, works, undertaking and finances of the city,
- Appoint, supervise, discipline and remove, if necessary, employees, representatives, agents or volunteers of the City except those elected or appointed by the City Commission pursuant to the City Charter.
- Attend all meetings of the City Commission, and take part therein, but without vote;
- Prepare, on or before the first regular meeting in May of each year, an annualized itemized budget and keep the Commission fully advised as to the financial condition and needs of the City;
- Purchase all supplies, including insurance for the City, and approve all vouchers for the payment of same;
- Conduct all sales of personal property, which the City Commission may authorize to be sold as having become unnecessary, or unfit for City use.
- Recommend to the City, for adoption, such measures as are deemed necessary or expedient;
- Be a member ex-officio of all committees of the Commission.
- Be responsible to the City Commission for the efficient administration of all city departments and utilities;
- Be responsible to the City Commission for the proper discharge of all just obligations of the City;
- Perform, such other duties as the Commission may direct that naturally pertain to the general management of City affairs, and execute and perform all administrative functions of the City that are not imposed upon some other official;
- Determine the compensation of all non-contractual hourly employees of the City.

Qualifications and Experience:

- Bachelor’s degree in public administration, business administration, public policy, or related field. A master’s degree is preferred.
- Minimum of five (5) years of leadership experience in the public sector.
- Experience with municipal finance, community & economic development, and project management oversight.
- Good written and oral communication skills.
- Ability to engage employees and citizens to assist their efforts to enhance the quality of life for all community members.

Physical Requirements:

Physical Mobility:	Ability to sit for extended periods.
Vision:	Ability to read instructions, directions and similar written information in letters, memos, engineering plans, forms, and other documents.
Hearing/Speaking:	Ability to converse orally via telephone, radio and personally to receive and communicate information to employees, local officials, the media, and the public.
Agility/Movement:	Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and the employee and is subject to change by the City as its needs and requirements of the position change.