

Long Beach City Manager Job Posting

The City of Long Beach, New York is now accepting applications for the position of City Manager. The City of Long Beach is situated on a barrier island, just off the south shore of Nassau County Long Island. It is one of only two cities on Long Island, with a population of approximately 35,000 people, spread across four square miles. The City's beautiful sandy beaches and 2.1 mile boardwalk make it one of the finest places to live and visit in the state.

The City Manager is the CEO of the City, appointed by and working under the direction of the five-member City Council. The City Manager will implement and oversee policies crafted by the City Council, as well as manage this full-service City with 363 full-time employees and a Fiscal Year 2017/18 total budget of \$110 million.

The incoming City Manager will be a seasoned professional and forward-thinking visionary who possesses expertise in municipal finance and financial administration; and is capable of handling economic development while ensuring the long-term financial stability of the City. The City Manager's responsibilities include, but are not limited to, managing day-to-day operations and policy implementation of all City departments and divisions. He/she must have the ability to foster innovative solutions to City problems through sound administrative practices and outstanding strategic planning skills.

City Manager Job Duties Include, But Are Not Limited To:

- The City Manager, as a professional government administrator, is expected to discharge his/her administrative duties in a non-partisan manner.
- Recommends programs and services by studying the changing needs of the city; identifying and anticipating community service trends; evaluating and offering options to the City Council.
- Provides city services by establishing and improving a functional structure; delegating authority.
- Maintains city staff by recruiting, selecting, orienting, and training employees.
- Maintains city staff job results by evaluating and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge through continual education; reviewing professional publications; participating in professional societies.
- Achieves financial objectives through the development and proposal of an annual budget; scheduling expenditures; analyzing financial variances; initiating corrective actions; anticipating long-term issues.
- Enforces Council legislation by developing, monitoring, and enforcing policies and procedures.
- Complies with federal, state, and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Coordinates and cooperates with federal, state, and other local units of government.
- Keeps the Council informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.
- Actively engages and maintains rapport with the community and the media.

City Manager Skills and Qualifications:

A high level of integrity, tact, diplomacy and discretion; personnel management skills to achieve a high level of performance and customer service; effective at conflict resolution; effective verbal and written communication skills; and developing budgets.

Experience:

Candidates should have a minimum of five years' experience in a senior management position in a government. The ideal candidate will have experience in the following: budget preparation; planning and development; employee supervision; economic development and labor and contract negotiation.

Education:

The ideal candidate will possess a Bachelor's degree in either public administration or business administration or a Bachelor's degree with related municipal management experience. A post graduate degree is preferred.

Residency Requirement:

The City Manager is required to reside within the City of Long Beach within ninety (90) days of his/her appointment.

The salary is commensurate with experience. The City also offers an attractive benefits package.

Please submit a cover letter along with your resume to cmsearch@longbeachny.gov.