



City Manager

Position Open for
Applications

Clinton, UT
www.clintoncity.com





The Clinton Community

The Clinton City area was settled in the early 1870's and gained the community name of Clinton in 1896. The City was incorporated in the fall of 1936. Clinton is situated midway between the Great Salt Lake on the west and the Wasatch Mountains to the east. It is located a mile west of Hill Air Force Base and the I-15 Interstate Highway. Starting out as an agricultural community it has become a major commercial area for the northwestern part of Davis and Weber Counties. Clinton has a current population of approximately 24,200 residents.



Two State highways intersect at downtown Clinton, providing excellent access to Clinton businesses and serving as the major connections to adjoining communities and other areas of interest. Clinton has 129 acres of parks with amenities such as boweries, walking trails, pickleball, basketball and tennis courts, ball fields, playgrounds, disc golf course, skate park, fishing/canoeing pond, and snow slopes in the winter.

During the warm season, Clinton sets out an amazing display of hanging flower pots throughout the downtown business area. It has been the envy of surrounding cities for 20-plus years and copied by many.

For years the City has also been recognized as one of the top safe cities in Utah. One factor for this is the more than 1,540 street lights in the City which provide more night light, making better visibility for safer neighborhoods.





The City Organization

Clinton City is a 6-member Council Utah form of government, all of whom are elected for alternating 4-year terms. The Mayor serves as the chairman of the Council, presides at their meetings and votes only to break a tie or on the hiring/firing of the City Manager. Clinton is a full service city with 78 full-time, 34 part-time and many seasonal/temporary employees.

In addition to the City Manager's Office there are eight departments: Treasurer/Utility Billing; Community Development; City Recorder; Public Works; Police; Fire; Recreation; and, Municipal Justice Court. For FY 23-24 Clinton City is financially sound, with no outstanding debt, a \$14.45 million General Fund budget, \$8.9 million Enterprise Funds budget, \$19.73 million Capital Improvements fund budgets, and reserves in all these funding areas.

The Position & Ideal Candidate

The current City Manager is retiring in January 2024 after almost 30 years of managing in Clinton City. The Mayor and Council are seeking an experienced and effective leader who is a proven team builder, strategic thinker and communicator.

The ideal candidate must have a strong financial background, be fiscally prudent and have city budgeting experience. Also this person needs to be a hands-on manager with a solid understanding of municipal planning, zoning and land use, personnel policies and procedures, public utility management, and public safety services. Writing skills for reports, agenda items, resolutions, ordinances and agreements are essential.

The ability to establish strong working relationships and mutual trust with city staff, mayor, council and the public is necessary. Added to this is the ability to deal with the most stressful situations and issues and yet remain positive and even find humor to share with others. Strong positive ethics, values and honesty are also personal traits which are desired.



The Position Functions & Requirements

Chapter 6 of Title 2 of the Clinton City Code provides the detailed responsibilities and authority of the City Manager. These include: directly supervises and evaluates all City Department Heads and the Administrative Assistant/-Recorder and indirectly supervises all City employees; has the power to employ, discipline, dismiss, or transfer an employee from one department to another, pursuant to the City's personnel policies, excepting the hiring or dismissal of Department Heads must be approved by the City Council. Serves as the Budget Officer of the City and oversees the preparation and administration of the annual budget; serves as the Purchasing Agent; prepares various financial reports for the City Council; and, supervises all expenditures of all departments and services of the City. Reviews, oversees and may sign contracts.

City Manager serves as the CEO of the City Redevelopment Agency and the Special Sewer Service District. Serves as Ex-officio City Collector /Comptroller, and is responsible for the keeping of current accounts and financial records. The Manager supervises all public utilities owned and operated by the City and has general supervision and control over all City real and personal property, and acts as the business agent for City on the sale/purchase of real estate and other matters pertaining to leases and franchises. Causes a complete set of maps and plats of the City to be kept and maintained. As authorized by City Council, develops and organizes improvement projects and programs, and carries the same to fruition. Makes and keeps an inventory of all personal and real property owned by the City and advises the Mayor and City Council concerning the purchase of new services, machinery, equipment or supplies which can be obtained under terms and conditions most advantageous to the City. Makes, or causes to be made, studies and surveys of the responsibilities, duties and work of the personnel employed by the City; informs and updates the Mayor and City Council in regards to decisions on consolidation, abolition, transfer, removal of positions or personnel, or any other administrative decisions made by the City Manager which are aimed at increasing administrative efficiency.

Knowledge & Skills

- ✓ **Knowledge** of municipal government organization, powers, functions and relationships with other governmental organizations;
- ✓ **Knowledge** of the principles and practices of local government budgeting, finance, reporting, personnel management, delegation and supervision of others;
- ✓ **Knowledge** of office practices, procedures and methods;
- ✓ **Knowledge** of legal requirements and procedures involved in conducting elections and other city activities;
- ✓ **Knowledge** of liability, safety and insurance issues and applicability to municipalities;
- ✓ **Knowledge** of effective management techniques, issues and problem-solving;
- ✓ **Skill** in establishing and maintaining effective working relationships with Mayor and City Council, Department Heads, city employees, local citizens, and other city, county, state and federal officers and employees;
- ✓ **Skill** in communicating clearly, both verbally and in writing;
- ✓ **Skill** in reading and comprehending complex reports, correspondence, budgets and information in general;
- ✓ **Skill** in effective problem solving;
- ✓ **Skill** in budget preparation and administration;
- ✓ **Skill** in managing, training, evaluating and motivating employees;
- ✓ **Skill** in establishing and achieving plans and goals; and,
- ✓ **Skill** in negotiating, conflict resolution and counseling.

Qualifications

Bachelor's Degree (Master's Degree preferred) in Business, Public Administration or closely related field;

AND, at least four (4) years of progressively responsible experience in municipal management or any equivalent combination of education and experience.

ICMA certification is a bonus. Must possess or be able to obtain a valid Utah driver's license and be bondable.

Compensation

20 – step Salary Range – \$108,410 to \$157,934, starting salary DOE with 2% merit step at 6 months;

Benefits – City-paid medical, dental, vision, URS and FICA retirements, 7.05% 401K, life insurance, AD&D, EAP and LTD, car allowance, 13 holidays, 18 days vacation, 96 hours sick leave/yr (unlimited accrual), and flexible spending account.

How to Apply

Access the City Manager job posting and application form at www.clintoncity.com/jobs.aspx

Online City Application **with** a resume must be sent to: HR@clintoncity.com before deadline of **5 pm Monday, October 16, 2023**.

Pre-employment drug screening, criminal background screening and MVR check are required prior to final hiring. Clinton City is an Equal Opportunity Employer.

