

**WORK SESSION
CITY COUNCIL OF THE CITY OF NASHVILLE
COUNTY OF BERRIEN
May 3, 2021
5:30 P.M.**

ROLL CALL: Members of the City Council present included Mayor Pro-Tem John Clayton and Aldermen Scott Stalnaker, Billy Retterbush, Antonio Carter, Walt Steward, Eric Gaither

STAFF PRESENT: Peter Schultz, Jackie Jordan, Mitchell Moore

JOB DESCRIPTION OF CITY MANAGER; POLICY ON INTERIM CITY MANAGER; AND, POLICY WHEREBY THE CITY MANAGER, INTERIM OR FULL-TIME, ADDRESSES EMPLOYEES ACCEPTING ADDITIONAL RESPONSIBILITIES OR DUTIES ON A TEMPORARY BASIS:

The work session began at 5:30 p.m. After a brief discussion on the language for a policy on an Interim City Manager, the Council determined that an Interim City Manager hired on a temporary, incidental or emergency basis for a probationary period of ninety (90) days at a salary to be determined within a pay range set by the Council based upon the prospective Interim City Manager's qualifications considering the education, employment background, work experience and other factors to be established under the job description of the City Manager approved by the Council. The salary will be based upon a pay range of \$50,000.00 to \$90,000.00 annually based upon the criteria set forth in the City Manager job description. If the Interim City Manager is already a City employee, the compensation for the initial thirty (30) days will be at the discretion of the Council unless at the time of hiring, the Council sets the salary within the \$50,000.00 to \$90,000.00 pay range and declares same to be effective immediately. In accordance with the City of Nashville's Charter, the Interim City Manager is authorized to establish a rate of pay for any other employees required to work in a higher classification on a temporary, incidental or emergency basis. If the Interim City Manager is a current City employee hired or appointed by the Council on an interim basis only, upon completion of the temporary assignment, the employee's pay will revert to his or her regular pay prior to appointment as Interim City Manager.

Additionally, the Council determined that under the City's Charter, if a policy is adopted for an Interim City Manager, the Interim City Manager would be authorized to address temporary, incidental or emergency assignment of employees to other positions. The Council discussed policy whereby an Interim City Manager addresses employees accepting additional responsibilities and duties on a temporary basis and determined the Interim City Manager is hereby authorized to increase pay of temporary, substitute or appointed employee by an additional amount up to five percent (5%) of the employee's current pay rate effective as of the date determined by the City Manager. Increases in excess of five percent (5%) must be approved by the Mayor and Council. Upon return to normal duties, said employee's rate of pay will revert to the salary to the prior pay rate

plus any increases for the former position that may have taken place during the course of the temporary position.

Upon request by the Council, the City Attorney researched job descriptions for the position of City Manager to provide guidance to the Council. The following description was agreed upon by the Council:

Job Summary: *This is an executive management position that is responsible for directing and supervising the operations of the City of Nashville. As Chief Administrative Officer, City Manager manages and supervises all departments of the City to achieve specified goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short- and long-range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.*

Major Duties:

- *Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;*
- *Ensures that all City operations are performed within available resources;*
- *Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;*
- *Provides professional advice to the Mayor and City Council and direction to department heads;*
- *Communicates official plans, policies and procedures to staff and the general public;*
- *Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;*
- *Advises the Mayor and City Council of financial conditions and of current and future City needs;*
- *Prepares a variety of studies, reports, and related information for decision-making purposes;*
- *Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;*
- *Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;*
- *Hires, promotes, and terminates all department heads, officers, and employees of the City;*

- *Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws;*
- *Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;*
- *Attends all City Council meetings;*
- *Attends local, regional, and state meetings regarding policies and issues that impact the City;*
- *Serves as liaison to City Boards, Commissions and Authorities and communicates directives and addresses issues of City Council;*
- *Performs other related duties as assigned.*

- ***Knowledge Required by the Position:***
- *Knowledge of modern policies and practices of municipal government;*
- *Knowledge of personnel management practices;*
- *Knowledge of personnel management, progressive disciplinary policies and state and federal guidelines;*
- *Knowledge of utility, water, sewer, street and gas operations;*
- *Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;*
- *Knowledge of functions and activities of City departments;*
- *Knowledge of principles and practices of municipal government budget preparation and administration;*
- *Knowledge of state and federal laws, regulations, and guidelines governing City operations;*
- *Skill in preparing and administering municipal budgets;*
- *Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;*
- *Skill in providing responsive advice and staff support to the Mayor and Council;*
- *Ability to prepare and analyze comprehensive reports;*
- *Ability to establish priorities and direct the allocation of City resources;*
- *Ability to communicate clearly and concisely, effectively, verbally and in writing;*
- *Ability to establish and maintain effective working relationships with employees, City officials and the public;*
- *Ability to efficiently and effectively administer a municipal government.*

Supervisory Controls: *Work is performed based on policy directives of the Mayor and City Council.*

Guidelines: *Guidelines include City and departmental policies and procedures; City charter, codes and ordinances and other Federal, State and Local laws.*

Complexity: *The work consists of a variety of highly administrative, technical and supervisory duties.*

Scope and Effect: *The purpose of this position is to effectively and efficiently manage the operations of the City.*

Personal Contacts: *Contacts are typically with co-workers, vendors, developers, state, federal, county and local governments, and the general public.*

Purpose of Contacts: *Contacts are typically to give and exchange information, resolve conflicts and solve problems.*

Physical Demands: *The work is typically performed with the employee sitting at a desk.*

Work Environment: *The work is typically performed in an office.*

Supervisory and Management Responsibility:

This position is responsible for managing and supervising all departments in the City.

Minimum Qualifications:

B.S. in Public Administration or Business Administration or closely related field required (MPA preferred); supplemented by ten (10) years previous experience and/or training that includes progressive duties, responsibilities, and essential functions in local government management, public administration or related field; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:45 p.m. A motion was made by Antonio Carter, seconded by Billy Retterbush and passed unanimously.

May 3, 2021.

Mayor Pro-Tem John Clayton

Alderman Antonio Carter

Alderman Walt Steward

Alderman Scott Stalnaker

Alderman Billy Retterbush

Alderman Eric Gaither

ATTEST:

Jackie Jordan, City Clerk