

Great Place

Great People

Great Promise



City of **GASTONIA** *North Carolina*



*seeks candidates
for the position of*

**Assistant
City Manager**

Gastonia, NC

Gastonia, NC, is the second largest city west of Charlotte and is a growing municipality with a diverse base of residential and business communities. The City has over 75,000 residents, employs more than 900 staff, and has a total FY 2018/2019 budget of \$237 million. Gastonia is a full-service city providing public works, which includes streets, sanitation, stormwater, and fleet services; public utilities, which includes water, sewer, and electric; public safety, which includes police and fire; parks and recreation; the Schiele Museum; development services, which includes engineering/land development, zoning, transportation planning, building inspections, and code enforcement; communications and marketing; economic development; finance; community services, which includes housing initiatives and community development, transit, and airport; legal; technology services; and human resources.

Job Description and Required Skills

The City is looking for an Assistant City Manager who will succeed in an organization that strives for a culture of excellence by maintaining our core values of practicing accountability, inclusiveness, safety, professionalism, honesty, and integrity to safeguard and enhance the public trust in City government. Candidates that are results oriented with strong ethical standards and integrity are encouraged to apply. Assigned departments and other responsibilities will include public utilities, which include water, sewer, and electric; and public works, which include streets, sanitation, stormwater, and fleet services. The combined FY 2018/2019 budget for Public Utilities and Public Works is over \$148 million, and the departments have a combined total of approximately 300 positions.

Extensive knowledge of municipal government operations and best practices is required, as is executive management experience. Successful candidates will have a minimum of nine (9) years of progressively responsible experience in the administrative management of local government, at a division, or department head level, or higher. Requires a related bachelor's degree from an accredited college or university with major coursework in public administration, business administration, engineering, or a closely related field. A master's degree in public administration is preferred. North Carolina local government experience is preferred. The hiring range for this position is \$125,000-\$135,000.

Drug screening, criminal background, and a POET (Post Offer Employment Testing) are required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

The City of Gastonia is an Equal Employment Employer – M/F/H

The Community

Gastonia is located in the southern piedmont of North Carolina, approximately 15 minutes west of Charlotte. Traversed by I-85 and US 321, Gastonia is uniquely situated within convenient drives of picturesque mountain landscapes and family-friendly beach destinations.



As the fourteenth largest city in North Carolina, Gastonia spans more than 50 square miles with a population of over 75,000.

We offer a wonderful combination of newly constructed housing and historically designated homes. Our dedication to building strong relationships is central to our values as a service provider, employer, community partner, and business developer. This

dedication to our community has fostered a location in which people want to come live, play, and do business.

As a three-time All-America City winner, Gastonia prides itself in finding innovative ways to engage citizens and business leaders to improve the community. Such offerings include a Citizens Academy, and citizen and business participation in various boards and commissions.

Gastonia has a vibrant arts community, a well-appointed Conference Center, convenient hotels, and extensive shopping options. We are also excited about the development of our Franklin Urban Sports & Entertainment (FUSE) district. This complex will help us tie our growing downtown district with outlying residential and commercial areas.

City Government

The City of Gastonia was incorporated in 1877 and has been the county seat of Gaston County since 1911. We operate as a Council/Manager form of government in which the Mayor serves two-year terms and Council members serve staggered, four-year terms. The Mayor and Council appoint the City Manager and City Attorney.



The Position and Ideal Candidate Profile

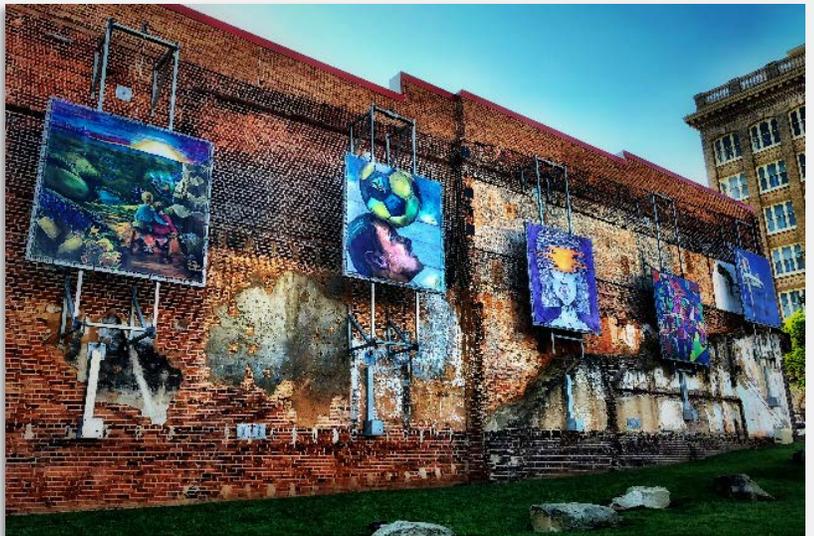
The City of Gastonia's Assistant City Manager is a critical management role that works closely with the City Manager and various department heads and elected officials. The selected candidate will be responsible for direct oversight of our Public Utilities Department, which includes water, sewer, and electric; and our Public Works Department, which includes streets, sanitation, and fleet services. The Public Utilities and Public Works departments have a combined FY 2018/2019 budget of over \$148 million, and a combined total of approximately 300 positions.



The Assistant City Manager will be a strategic leader with the ability to work collaboratively across the organization. The candidate will be a strong relationship builder with excellent communication skills and the ability to work well in a team environment. The preferred candidate will have strong budget and finance skills, and be able to actively participate in addressing the City's structural budget challenges.

The ideal candidate will have at least nine (9) years of progressively responsible experience in the administrative management affairs of government, at a division, or department head level, or higher.

The individual must possess a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, engineering, or closely related field. A master's degree, in public administration is preferred. North Carolina local government experience is also preferred.



Compensation

The annual hiring range is between \$125,000 and \$135,000, depending on qualifications

Competitive Benefits Package

- ✓ 5% contribution into 401(k) plan and 7.75% contribution into the Local Governmental Employees' Retirement System
- ✓ Annual Leave: Ten days per year (number of days increases the longer employed)
- ✓ Sick Leave: Twelve days per year
- ✓ Holidays: Eleven, plus one floating
- ✓ High Deductible Health Plan with HSA (includes a City HSA contribution, and City paid individual premium), Delta Dental PPO, with buy-up option, dependent care flexible spending account, and a variety of supplemental insurance plans
- ✓ City-paid life insurance/AD&D (one times annual salary)
- ✓ Voluntary Deferred Compensation (457 Plan)
- ✓ Employee Assistance Program
- ✓ On-site Employee Medical Clinic – only a \$3.00 co-pay



The Process

To be considered for this challenging career opportunity, please visit the City of Gastonia's career opportunities website:

<https://agency.governmentjobs.com/gastonianc/>

and complete a City of Gastonia application. You will have the opportunity to upload your letter of interest and resume.

Application review will begin November 15, 2018. The position is open until filled.

If you have any questions on the process, please contact Tracy Schneider at 704-866-6859 or via email at tracys@cityofgastonia.com