

CITY OF GERING

Job Posting Notice

Job Title:	City Administrator
Department:	Administration
Grade Level:	Contract
Posting Period:	January 3, 2020 (Position will remain open until filled)
Return Application to:	Attn: Gering Mayor City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

City of GERING, NE (8,000)

The City of Gering is seeking qualified candidates for the position of City Administrator. The current City Administrator is retiring December 31, 2020 after serving the community for over 12 years.

The City of Gering currently has a \$34M budget; 85 FT employees, and 150 PT/seasonal employees; the City of Gering is a full-service city including electric utility, city-owned convention center & golf course. The City of Gering is a Growing Regional Trade Center in Western Nebraska, and a twin city area with total community population of 25,000.

Qualified candidates must possess a Bachelor's degree in Public Administration, Business Administration, or a closely related field, with a Master's degree being preferred. Candidates should also have at least 5 years of progressive municipal supervisory/management experience in overseeing all phases of municipal government, with an emphasis on professional team leadership, effective communication, public relations, financial management, planning/development and possess the ability to carry out council policies and strategies and work with department heads and staff. The salary range for this position is regionally competitive and depends upon background and qualifications of the successful candidate. DOQ + car allowance & benefits. The City will negotiate an employment agreement and offers an attractive benefit package consisting of health, dental, vision, and life insurance, flexible spending account, health savings account, vacation, sick leave and holiday pay and retirement.

Send application, resume, work history, and references in a sealed envelope marked "City Administrator applicant" to the Mayor of Gering at PO Box 687, Gering, NE 69341. Position will remain open until filled. Application, and job description is available online at www.gering.org EOE.

City Administrator

Ord. 1495, 2/8/93

1-20-1 OFFICE CREATED: For the purpose of providing for the centralization of administrative responsibilities, there is hereby created and established the office of City Administrator. The City Administrator will be appointed by the Mayor and a majority of the elected members of the Council. The Mayor and Council shall determine all municipal policies, adopt ordinances and resolutions, and vote on all appropriations. The Mayor and Council are the governing body of the City and the City Administrator is its agent in carrying out the policies and directions which the Mayor and Council shall determine. The City Administrator shall serve at the pleasure of the Mayor and Council and may be removed at any time by the Mayor and a majority of the elected members of the Council.

Ord. 1644, 9/27/99

1-20-2: RESPONSIBILITIES AND DUTIES: The City Administrator shall be responsible to the Mayor and Council for the efficient administration of all departments and affairs of the City which are under the Mayor and Council's control. The City Administrator shall work within the policies set forth by the Mayor and Council. The City Administrator shall be the administrative head of the City Government under the direction and control of the Mayor and Council. In addition to his general authority as administrative head, and not as a limitation thereon, it shall be the duty of the City Administrator, and he shall have the following duties and powers:

- (A) Take charge of and direct the operations of all City Departments. Administer, supervise, be responsible for and coordinate all department, divisions, and services of the City Government which are under the control and jurisdiction of the Mayor and City Council, as provided by law, specifically including civil service laws; provided however, the office of City Physician shall not come under the administration and supervision or be the responsibility of the Administrator, although the Administrator shall be available to and shall assist said office in any administrative matter that may arise, and said office shall be available and shall assist the Administrator in the discharge of duties, responsibilities, and powers of the Administrator as set forth in this Chapter.
- (B) Recommend to the Mayor and Council appointments to, and dismissals from, the offices of City Treasurer, City Clerk, City Engineer, and City Attorney as provided in Section 16-308 of the Nebraska Revised Statutes, as amended.
- (C) Employ, discipline, transfer, and remove all subordinate, non-elected employees of the City including all department heads with the exception of those positions identified in paragraph (B) above, in concurrence with the classification and pay plan as adopted by the Mayor and Council.

- (D) Recommend to the Mayor and Council for adoption such measures and ordinances as deemed necessary or expedient.
- (E) Prepare and submit to the Mayor and Council the annual City Budget; and after its adoption, he is responsible for the execution and administration of the budget; he will also act as the purchasing agent for the City for the purchase of all material and supplies.
- (F) Keep the Mayor and Council, at all times, fully advised as to the financial conditions and needs of the City.
- (G) Make investigations into the affairs of the City and any department or division thereof, and any contact, or the proper performance of any obligation running to the City.
- (H) Exercise general supervision and control over all real and personal property and other public property under the control and jurisdiction of the Mayor and City Council.
- (I) Prepare and submit to the Mayor and Council at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (J) Serve in any appointed office or head of department within the City Government to which he may be qualified, if the need arises and when appointed thereto by the Mayor and Council and to hold and perform the duties thereof at the pleasure of the Mayor and City Council.
- (K) Attend all regularly scheduled meetings of the City Council and such other meetings of the City Council and City departments, divisions, service, boards, commissions, committees and officers as the Administrator's duties may require; to report at such meetings any matter concerning the City affairs within the jurisdiction and under the control of the Administrator; and to recommend to the Mayor and City Council for passage and adoption of such measures, resolutions, and ordinances which may be deemed necessary or expedient.
- (L) Serve as public relations officer of the City government; to endeavor to investigate and adjust all complaints made or filed against the City government or against any department, division, service, officer or employee thereof; and to cooperate with all community organizations whose aim and purpose is to advance the best interest of the City and its citizens.
- (M) Properly manage the affairs of the City and any department, division, or service thereof and any contract or obligation running to the City.

- (N) Perform such other duties and exercise such other powers as may be delegated to the Administrator from time to time by ordinance or resolution; and to delegate any duty, responsibility, or power set forth herein upon approval of the Mayor and City Council by proper ordinance.

Ord 1495, 2/8/93

1-20-3: FUNCTION OF COUNCIL COMMITTEES: The function of Council Committees is to assist the Council in the adoption of proposed policies and to assist the City Administrator in formulating recommendations of policy to the Mayor and Council.

1-20-4: RIGHTS, RESERVATIONS: The Mayor and Council (body) reserve the right to make inquiries of City personnel relative to Municipal activities. The Mayor and Council (individual members) shall deal with the Administrative Service through the office of the City Administrator and any direction to Municipal officials shall be given through the office of the City Administrator. The Mayor and individual members of the Council may require reports from the office of the City Administrator on any municipal activity.

1-20-5: BUDGET: The City Administrator shall prepare and submit to the Mayor and Council the annual City Budget. Upon its adoption, he shall be responsible for its administration and execution. Any transfer of funds between or among departmental budgets will require Council action.

1-20-6: RESIDENCY REQUIREMENT: The City Administrator must reside within the corporate city limits of the City of Gering.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available?
 Full-Time Seasonal Part-Time Overtime (if requested)
 Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin. Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____	Years known _____	Telephone _____	Business _____
Name _____	Years known _____	Telephone _____	Business _____
Name _____	Years known _____	Telephone _____	Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899