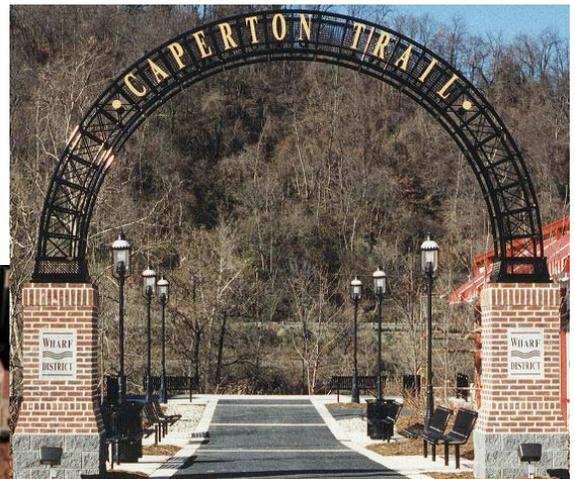




# City Manager City of Morgantown, WV



The City of Morgantown is the County seat of Monongalia County located along the Monongahela River and close to the Pennsylvania border in the north central part of West Virginia. Morgantown is the home to West Virginia University, the largest institution of higher education in the State with an annual enrollment of just over 28,000 students; and is the medical, cultural, and commercial hub of the region. Daytime population estimates 70,000 in Morgantown.

Morgantown and Monongalia County offer "Mountains of Opportunity" for business development and expansion. This is one of the major growth areas in the State. Monongalia County was the only north central county to realize population growth for the last 20 years, and it has been one of the fastest growing counties in the State during the 1990's.

Morgantown and Monongalia County have consistently seen some of the lowest unemployment rates in the state. Some of the major employers in the area include the National Institute of Occupational Safety and Health (NIOSH), Mylan Pharmaceuticals and West Virginia University.

The Morgantown Municipal Airport is embarking on a multimillion dollar expansion plan along with other related projects over the next several years.



The City of Morgantown is well known for great sporting events at Mountaineer Field or the Coliseum, great performing arts at the Creative Arts Center (CAC), businesses in the historic downtown, and our excellent parks system. Morgantown will be known in the future for the newly developed Pedestrian Walking and Recreational Trails System. Two main trails traverse Morgantown: The Caperton Trail (named after the former Governor of West Virginia, Gaston Caperton) and the Decker's Creek Trail. Together, these two trails provide nearly 10 miles of paved transportation and recreation opportunities within the City. The City sections are linked to an additional 40 miles of crushed limestone scenic trails along the Monongahela River and mountain streams.

Downtown Morgantown is a mixture of small retail businesses, professional services, restaurants, and residential units. Most buildings have been in place since the turn of the 19<sup>th</sup> century. As the City grew, the historic downtown remained the focal point of the City and County.

A constant boost to the downtown is the fact that the Historic Downtown Morgantown borders the main campus of West Virginia University with an average 28,000 students and 5,000 employees. Along with the University, there are over 2,500 downtown employees in local businesses and City & County public offices, creating an average count of 3,000 pedestrians per day.



The City of Morgantown has received multiple awards over the years including:

- "3rd Best Small Town In America" - *Mens Journal*
- "5th Best Small Place For Business And Careers" – *Forbes*
- "#1 Dreamtown In The Country" - *Bizjournals.com*
- "12th Hottest Small City" - *Inc. Magazine*
- "29th Smartest Place to Live" – *Kiplinger's Personal Finance*
- "Best Small City In The East" - *The Rating Guide To Life In America's Small Cities*
- "One Of The Best Sports Cities" - *The Sporting News*



### **Government:**

The City of Morgantown supports a City Manager / Council form of government, adopted in the City Charter in 1977. Council member terms are two years in duration, with members being voted into council for each of 7 wards. All seven council seats are up for election every two years. Council members must be sponsored by 75 registered voters to be placed on the election ballot. Over the past 2 decades Morgantown has maintained a high level of stability in both the management of the city and among its policy makers. The Mayor and Deputy Mayor are selected by City Council each July. The City Council provides policy guidelines to the City Manager for management of the City.

### **The Position:**

The City Manager is appointed by the City Council to oversee the daily operations of the city and insure enforcement of all laws governing city operations.

### **Duties, Functions and Responsibilities:**

- Serve as chief administrative officer; to assure that all laws and city ordinances are enforced; and to provide highly responsible and complex administrative support to the Mayor and Council Members.
- Plan, direct and review the overall activities and operations of the City of Morgantown; to coordinate city activities with outside agencies, organizations and boards and commissions.
- Direct and manage the development and implementation of City goals, objectives, policies, and priorities for each service area; develops, recommends and administers ordinances, rules, regulations, policies and procedures.
- Direct the selection, training, motivation and evaluation of personnel; works with city staff to correct deficiencies; reviews and implements discipline and termination procedures as necessary.
- Administer the representation of the City to elected and appointed officials of County, State, and Federal government and outside agencies; explain and justify City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Provide highly responsible policy analysis and administrative staff assistance to the Mayor and City Council; and direct specific and comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- Attend City Council meetings and workshops; oversee the preparation of meeting agendas and supporting materials; present staff recommendations; and respond to questions and direction from City Council.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements adjustments; and keeps the City Council fully informed on matters related to the financial condition of the city.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Represents the city during public activities and functions; strives to maintain good public relations between the citizens and the city.

**Ideal Candidate:**

The ideal candidate will have experience working in a university or fast-growing suburban city and have coordinated activities consistent with established goals, objectives and policies. He/she should possess experience in economic development and land use planning. This individual will have a strong leadership quality and a genuine interest in actively participating in the community. Prior financial expertise will be imperative for the successful candidate.

Advanced oral and written communications skills are necessary for the ideal candidate as well as a strong ability to forge relationships with the Mayor and Council Members, city staff, and the community. Candidates must have strong leadership abilities, as they will be expected to serve as a leader within the community and region. Also important is the ability to adhere to the highest ethical and moral standards. The City Manager is expected to maintain and promote to city staff a professional work ethic at all levels within the organization.

He/she must set a positive example of competence, professionalism, energy and work ethic to the organization and community. He/she must have the capacity and interest to be an effective mentor and leader for staff.

**Requirements:**

Interested candidates should possess a Bachelor's Degree from an accredited four-year college or university in Government, Public Administration, Business, or a related field. A Master's Degree is preferred.

Candidates should possess at least 8 years of experience within a government agency, preferably a municipal environment including at least 5 years of progressive supervisory and administrative experience.

**Salary:**

The starting salary and benefits for this opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

**How to Apply:**

Interested applicants should forward a cover letter and resume to: [resumes@affionpublic.com](mailto:resumes@affionpublic.com)  
Reference: Morgantown

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