

# CITY OF DOVER

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## City Manager

The City of Dover is located in Central Delaware in Kent County and is the capital of Delaware. Dover is approximately 90 miles south of Philadelphia, PA, and 90 miles east of Washington, DC. The City of Dover operates under a modified Mayor/Council/Manager form of government. There are nine (9) elected Council members, two (2) from each of the four (4) districts with one (1) member serving at large. Dover's population is approximately 38,000 citizens and employs approximately 350 people. The City Manager serves at the pleasure of City Council.

The essential function of the position within the organization is to oversee and direct the operations of the City of Dover. The position is responsible for supervising staff, establishing long range plans for the City, developing policy and procedures, managing the daily operations of the City, preparing budgets, and evaluating, documenting, and reporting on events and activities to the City Council. Decision-making is the primary function of the job, affecting the organization, related organizations, and major segments of the general population; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

Requires a bachelor's degree in public administration, finance, business management, engineering or closely related field. Master's degree is preferred. Requires over ten years of experience. ICMA credentials are preferred. Requires a valid driver's license. Criminal background investigation and driving record review will be required.

Please visit the City of Dover's webpage (Human Resources), [www.cityofdover.com](http://www.cityofdover.com), to review the entire job description as well as obtain an employment application. The City of Dover offers a comprehensive benefit package. To apply, submit a City of Dover employment application, resume, and a cover letter to: City of Dover, Attn: Human Resources Director, P.O. Box 475, Dover, DE 19903.

The City of Dover is an equal opportunity employer.

Weekly salary will be commensurate with experience and qualifications.

**Closing Date:** May 19, 2017