CITY OF BATAVIA, N.Y.
1915

CITY MANAGER

The Position

The City of Batavia's next City Manager will have the opportunity to join a hard-working and committed team of employees who deliver high-quality services, work with an energetic and engaged Council, and help the Council guide the City into its vision for the future.

Appointed by the City Council, the City Manager serves as the Chief Executive Officer and Director of Finance for the City. The City Manager implements Council policies, provides organizational leadership for department directors and employees, and oversees the day-to-day business of government operations. In addition, the City Manager is responsible for monitoring and managing City funds and resources and develops a proposed annual budget for City Council consideration. The City Manager implements the City's Strategic and Business Plans, which are adopted by City Council.

The City Manager has four direct reports: Director of Public Works, Assistant City Manager, Police Chief, and the Fire Chief.

The Organization

The City operates under the Council-Manager form of government established by City Charter adoption in 1957. Under this form of government, the City Council is the legislative and policy-making body of the City, consisting of six Council members elected by ward and three Council members elected at large, with the Council President (an at-large Council member) serving as the presiding officer. The Council members are elected for four-year terms. The Council is responsible for passing local laws and resolutions, adopting the budget, and appointing committees and the City Manager.

The City employs 135 full-time, 14 part-time, and 15 seasonal employees. For FY20/21, the City has an operating budget for all funds of $25.9 Million and a General Fund budget of $17.9 Million. The City has four recognized collective bargaining units: the American Federation of State, County, and Municipal Employees (AFSCME); Civil Service Employees Association (CSEA); International Association of Firefighters (IAFF); and the Police Benevolent Association (PBA).

The City provides a full range of municipal services, including police and fire protection, public works and inspection services, code enforcement, maintenance of all streets and other infrastructure, snow removal, maintenance of over 60 acres of parks, water and wastewater treatment facilities and conveyance, youth bureau services, and general administration services.

The City of Batavia is one of three cities in New York State that has received the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award. Batavia was recently recognized by the International City/County Management Association (ICMA) for its performance management efforts with a Certificate of Achievement from the ICMA Center for Performance Analytics™ and the New York Conference of Mayor's (NYCOM) as a recipient of the 2015 Local Government Achievement Award for the City's Water and Wastewater Infrastructure Renewal and Rate Plan.

ICMA recognized Batavia in 2014 as a recipient of the Program Excellence Award for Strategic Leadership and Governance for the City's Strategic Business Plan. Batavia is also part of the Batavia/Genesee Micropolitan area that, for the tenth consecutive year, Site Selection Magazine recognized as one of the top micropolitans in the United States.

Experience and Education

Minimum requirements include a bachelor's degree and at least five (5) years of progressively responsible experience in a local government, including supervision/management.

Preferred qualifications include a master's degree in public administration or a related field and experience in budget development and financial management, grants administration, labor relations, economic revitalization, intergovernmental relations, business and community engagement, strategic and business planning. An ICMA-CM is preferred but not required.

Residency within the City limits is required by Charter within a reasonable time after appointment.

The Ideal Candidate

The ideal candidate for Batavia's next City Manager will be an honest, forthright, and effective communicator who is comfortable not only interacting with a variety of audiences but also listening to all community stakeholders. The candidate will be approachable and have a visible presence, not only in the community but also in the organization. The next City Manager will be adept at balancing needs to ensure basic services are delivered effectively, key capital projects and infrastructure needs are addressed, and that the City will be able to retain its strong and appropriately prudent fiscal position. He or she will engender trust, lead by example, hold staff accountable, and work alongside staff to accomplish goals. The ideal candidate will be flexible, diplomatic, skilled in developing teams and partnerships, and have a collaborative approach to identifying innovative solutions. The candidate will have a proven ability to help a large government body come to a consensus on top priorities, work with the staff and partners to implement strategic initiatives and be nimble in managing multiple projects. The ideal City Manager will have proven success in building relationships and collaborating with government, private, nonprofit, and educational partners to achieve community goals. The ideal candidate will have a keen sense of economic development/redevelopment and will possess strong skills in deploying creative and innovative funding tools and incentives to stimulate economic development. They will have a sense of humor, be trustworthy, caring, and personally invested in the community. The ideal candidate will be excited about Batavia's renaissance, appreciate its small-town values, and be able to lead the organization and advise the Council to achieve its full potential. The ideal candidate will be an enthusiastic supporter of the City, personally invested in promoting Batavia and shaping its future growth in the region.

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The Community

Batavia, located on the Tonawanda Creek at the former junction of two major Indian trails, was founded in 1801 by Joseph Ellicott, resident agent for the Holland Land Company. Four years earlier, the Holland Land Company had purchased 3.5 million acres, including the current site of Batavia, from Robert Morris, "Financier of the American Revolution," who, in turn, had acquired the land from the State of Massachusetts. In exchange for a payment of $100,000, the Seneca Nation, except for reservations existing still today, ceded its rights to this land in the 1797 Treaty of Big Tree.

The Holland Purchase extended from Lake Ontario to the Pennsylvania border and from Lake Erie to a few miles east of Batavia. Before 1797, the area was largely undeveloped except for a few Native American settlements populated mainly by Seneca Indians. The community became known as "the birthplace of western New York" when Ellicott built his 1801 land office at Batavia and sold thousands of parcels carved from the former Indian land to pioneers principally from the eastern United States. As Batavia grew, it first became incorporated as a village in 1823, then as a city in 1915. The original Indian trails became the routes of several state highways that were later joined by the New York State Thruway (I-90) in 1954. The first railroad reached Batavia from Rochester in 1836 and was followed by several other rail companies that made the City a railroad center. A modern airport with a 5,500-foot runway is located just north of the City. Over the years, many manufacturing companies have been attracted to the community's superior access to good transportation.

Today, the City of Batavia, which is the Genesee County seat, occupies a land area of 5.2 square miles with a population of nearly 15,000. The City serves as the healthcare, business, and commercial center for the surrounding agricultural area of Genesee, Orleans, and Wyoming Counties. Batavia is centrally located in western New York, midway (30 miles) between the cities of Rochester and Buffalo. Batavia is also the center of the Batavia/Genesee Micropolitan area, with a population of 60,079.

The City's workforce is mainly composed of service, government, and medical occupations. Batavia is also an employment center for the county and the surrounding region. Batavia is home to several significant and well-established manufacturing employers, such as Graham Manufacturing, Chapin International, and O-AT-KA Milk Products, as well as the United Memorial Medical Center (UMMC), the only hospital in Genesee County.

The City has access to a breadth of higher learning institutions, with 26 colleges and universities within a 50-mile radius offering bachelor's, master's, and professional degree opportunities. The main branch of the Genesee Community College is situated just outside the City.

Batavia's United Memorial Medical Center became part of the Rochester Regional Health System in late 2014. The hospital has invested over $20,000,000 in a new surgical center and recently constructed a $6.5 Million cancer center. As a part of this four-hospital network anchored by Rochester General Hospital, Batavia and Genesee County residents will realize expanded services and large efficiencies in healthcare delivery.

City's Core Values:
- Integrity without compromise
- Valued relationship
- Pursuit of excellence

Compensation
The salary depends on qualifications and includes an excellent benefits package.

How to Apply
Applications will be accepted electronically by The Novak Consulting Group at **thenovakconsultinggroup.com**. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications on December 30, 2020.

Questions
Please direct questions to Catherine Tuck Parrish at apply@thenovakconsultinggroup.com or 513-221-0500.

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