

The Washington City Council met in a special session on Monday, January 24, 2011 at 4:00pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Ed Moultrie, Councilman; Doug Mercer, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Pete Connet, Interim City Manager; Franz Holscher, City Attorney and Cynthia Bennett, City Clerk.

Also present were: Susan Hodges, Human Resources Director and Mike Voss, of the Washington Daily News.

Mayor Jennings called the meeting to order and Councilman Pitt delivered the invocation.

SUBMITTED CRITERIA FOR MANAGER SEARCH

*At least five years experience as a Manager, preferably in a town of 5000 or more.

*Some experience with developing working programs with other entities.

- a. Outsourcing
- b. Partnering with other groups
- c. If successful at (2), managing the resulting downsizing of the work force.

*The ability to communicate with Council regarding ongoing programs or problems.

*Leadership-a true communicator and motivator. The next manager should be adept and unafraid of honestly communicating the Council's direction to the employees in the appropriate context and then, relaying any employee concerns or challenges back to the Council. In addition, the manager should develop and regularly utilize network or direct lines of communication to the public. Team work, esprit de corps, and mutual trust should be nurtured at every level of the organization through the focus on clear goals and objectives.

*The new manager should make every effort to share in activities that mirror the community by being the first face of city government to its citizens by regular public updates and forums to update and explain the changes and reasons for the council's direction. The manager should even seek out potential leaders and unite them with current leaders to better unify and share every citizen's desire to be heard.

*Four year degree from an accredited school in public administration, business administration, or urban planning with at least 5 years experience as an assistant manager or city manager.

*Emphasis on enterprise funds (water, sewer) with electrical distribution experience preferred

*Successful completion of a capital improvement project over a million dollars.

*Experience with operating a public private enterprise fund-garbage-vehicle maintenance, etc.

*Experience in Historic Preservation and CAMA land use regulations preferred.

*Economic Development experience (business recruitment) preferably with a Main Street Community.

*Chamber of Commerce experience with the full understanding of the correlation of business growth and the growth of the City, tax base, etc.

*A history of working together with many different organizations in a community and understanding their importance regarding the City of Washington.

*A history of working closely with County Government and a track record of working closely to be on the same page in hopes of moving in the right direction. The Board wants there to be a strong understanding of business growth and how important it is to the future of our City.

*Upon reviewing all the recommendations from various Council members, Council determined the following:

Must Haves:

1. 4 Year College Degree in either Public Admin or Business Management
2. Financial experience with Enterprise Funds and Major Projects
3. Supervisory experience in an upper level management position
4. Progression thru the ranks/stability with the organization
5. Minimum of 5 years work experience or Graduate Work
6. Clean record- Financial and Criminal- Valid Drivers Lic.

Preferred/Desired:

1. Active in the Community- working well with Community Groups such as County, Chamber of Commerce, Downtown Development/Economic Development/ Elected and appointed boards
2. Masters Degree
3. Strongly prefer Manager/ACM, and/or Finance Director
4. Electrical experience
5. Thorough understanding of Public Safety Issues/ISO training in the Incident Command System

Other Wishes from Council:

Don't overlook Minorities: African American, Hispanic, and women; a four-year degree will be mandatory, at least a minimum work experience/graduate study is strongly preferred. Council also suggested there should be some progression of employment and work experience.

Resumes will be fielded on the basic requirements listed in the job advertisement. Mayor Pro tem Roberson suggested asking the Department Heads what they would like to see in the new City Manager.

Continued until 5:30PM ON January 24, 2011

Cynthia S. Bennett, CMC
City Clerk