

CITY OF JOHNSTOWN,
CAMBRIA COUNTY, PENNSYLVANIA
RESOLUTION NO. 10333

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF JOHNSTOWN, CAMBRIA COUNTY, PENNSYLVANIA, ESTABLISHING PROCEDURES AND SETTING DATES FOR THE CITY MANAGER SEARCH PROCESS, AND FURTHER AUTHORIZING THE ADVERTISEMENT OF SAID POSITION TO BE FILLED ON AN EFFECTIVE DATE ANTICIPATED FOR JANUARY 2021, WITH A DEADLINE FOR ALL SUBMISSIONS TO BE RECEIVED BY OCTOBER 31, 2020

WHEREAS, the City Manager position will be vacant beginning in January of 2021; and

WHEREAS, the City Council wishes to pursue a City Manager Search process as expeditiously as possible; and

WHEREAS, the City Council wishes to pursue a City Manager Search process in consultation with the Act 47 Recovery Team and the PA Department of Community and Economic Development ("PA DCED"), as follows:

- Placement of advertisements on or before September 30, 2020 for all submissions to be received by October 31, 2020. Advertisements to be placed in and with ICMA publications and any ICMA website services offered; the Pittsburgh Post-Gazette; the Tribune-Review; the Tribune-Democrat; and any advertising offered by the Pennsylvania Municipal League, PA State Boroughs Association, PA Township Association, the Local Government Academy, and the Association for PA Municipal Managers;
- City Manager applications shall be received electronically at DCED, mforeman@pa.gov in coordination with DCED and the Act 47 Recovery Coordinator to organize the information and present regular updates to Council on all submissions received;
- A City Manager Search Committee shall be designated by Council and comprised of any City Council members wishing to participate, City residents, and City business leaders, in consultation with the DCED Representative and the Act 47 Recovery Coordinator
- A period of review by the current DCED Representative, and the Act 47 Recovery Coordinator of all submissions until November 10, 2020;
- A period of further review by the City Manager Search Committee, and all seven (7) sitting members of Council (if not included in the Search Advisory Committee to date) of **all applications** through November 20, 2020, and selection of applicants for interviews;

- Schedule interviews by December 10, 2020;
- Request background and reference checks on applicant considered for appointment and hiring with results due on or before December 15, 2020
- Negotiate terms of employment agreement with selected candidate;
- Council Meeting in late December or first meeting in January to officially name a City Manager;

WHEREAS, Council understands and agrees that dates as provided herein are estimated and may be changed to accommodate all parties involved in the search, review, selection and hiring of a City Manager; and

WHEREAS, Council wishes, by this Resolution, to also approve and authorize the costs for placement of the attached advertisement for the City Manager position in the relevant publications identified above;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Johnstown, that the foregoing procedures are hereby established and adopted for purposes of conducting a City Manager Search, and that the Interim City Manager in cooperation with the Act 47 Team is hereby authorized to advertise the position as attached, with a deadline for all submissions to be received by the City of Johnstown, c/o of DCED at mforeman@pa.gov by October 31, 2020.

ADOPTED

September 23, 2020

By the following Vote:

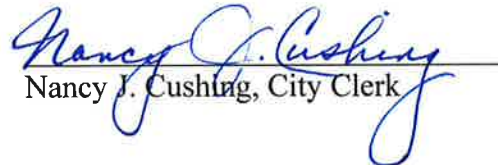
Yeas: Mr. Arnone, Mr. Britt, Mr. Capriotti, Mayor Janakovic, Rev. King, Mrs. Mock,
 Mr. Vitovich (7)
 Nays: None (0)



Frank J. Janakovic, Mayor
 Marie Mock, Deputy Mayor

ATTEST:

I do hereby certify that the foregoing is a true and correct copy of Resolution No. 10333 as the same adopted by the City Council of the City of Johnstown, Pennsylvania.



Nancy J. Cushing, City Clerk

CITY MANAGER, CITY OF JOHNSTOWN, CAMBRIA COUNTY -- Resumes will be accepted until October 31, 2020 for the position of City Manager expected to be filled in January 2021. Johnstown is a Home Rule community, 5.8 sq. miles, located in southern Cambria County, 75 miles east of Pittsburgh, population 20,978, 95 FT and 10 PT employees, \$20 million budget. Departments include: Administration, Finance, Police, Fire, Public Works, Code Enforcement, Community Development, Parks and Recreation. The City is working towards an exit from its financially distressed status under PA Act 47 and works with an Act 47 Recovery Team appointed by the PA Department of Community and Economic Development. Applicants must have minimum B.A. or B.S. in public mgt., public admin., or related degree, masters degree preferred, and a minimum of 5 years of progressive responsible experience in local govt. mgt. managing 50+ employees, knowledge of local agency law, budget, finance, personnel, collective bargaining, public safety, public works, grant mgmt., economic development. Must have excellent verbal, interpersonal, written communication and computer technology skills; able to perform essential functions of the job. Salary range \$120k-\$125k DOQ with full benefit package. Manager must become a resident of the City and remain a resident while in office. Email resume with 3 professional references to mforeman@pa.gov by midnight on October 31, 2020. EOE.