



*Committed to Service Excellence*

# CITY OF NEWARK DELAWARE

## CITY MANAGER POSITION

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### Facts and Figures about Newark

- Population 2000 = 28547
- 9.3 square miles
- Median Age 1990= 22 years old
- Total Housing Units = 9811 of which 4274 are rental units
- About 18000 students at the University of Delaware of which 40% are housed in dorms
- Newark is pronounced New—Ark
- Facilities available include: public library, , Water Treatment Plant, 8 hotels, University Convention Center, 18-hole golf course, 2 hospitals within 5 miles and Newark Emergency Center
- Separate School District with 19 elementary, 3 middle & 3 high schools

## COMMUNITY PROFILE

### History

Historians tell us that in the early 1700s a small English, Scots-Irish and Welsh hamlet grew along two old Indian trails and where two Creeks turn sharply eastward toward the Delaware River. In time, the area began to serve travelers on route from the Chesapeake Bay, Virginia and Maryland and colonial Philadelphia.

In 1765, a small preparatory and grammar school had moved from New London, Pennsylvania, to Newark. The school, renamed the Newark Academy, flourished during the years prior to the American Revolution. In 1833, the State of Delaware granted a charter to Newark College, later renamed Delaware College. In 1870 it had become a land grant institution assisted with Federal funds. In 1921, the college received a revised State charter and a new name -- the University of Delaware.

The village of Newark had become a small city around the college and local crossroads market. In 1837, the Philadelphia, Wilmington and Baltimore Railroad -- later the Pennsylvania Railroad and today's Amtrak line -- linked Newark to points north and west

In the late 1990s and through the early years of the new millennium, Newark renewed its commitment to preserving its downtown core through the establishment, in 1998, of the tripartite -- City, University, business community -- Downtown Newark Partnership. The City's economic development and historic building incentive programs led to renewed landowner and developer investment in downtown. At the same time, the City and the Partner-

ship sponsored new and popular Main Street festivals. Downtown Newark is a welcoming, prosperous, friendly, active place with an interesting mix of people and historic places that makes you feel young at heart.

### Community Attributes

In sum, while the little hamlet between the creeks has become a bustling small city, Newark has retained its college town charm and industrial and commercial diversity.

Newark is known for its diverse large city amenities combined with the best in small town quality-of-life and values. The University provides a vibrant community with various cultural and learning opportunities. Newark is conveniently located to allow for easy travel to Philadelphia, Baltimore, Pocono Mountains, Washington DC and New York City. Newark is

committed to preserving attractive open areas throughout the commercial and residential sections of town. The city owns and maintains over 600 acres of parks and 14 miles of trails. Opportunities to enjoy nature such as nearby beaches, and trout-stocked streams are also available.

Service is the business of the City and its mission is to provide services to Newark residents in a cost effective way with an emphasis on quality and customer satisfaction. Efficient systems are in place for adequate water supply, waste water disposal, and refuse collection. The City distributes electricity, maintains streets, and provides streamlined land development and building permit review. Police, volunteer fire, and emergency services are well coordinated and highly responsive.



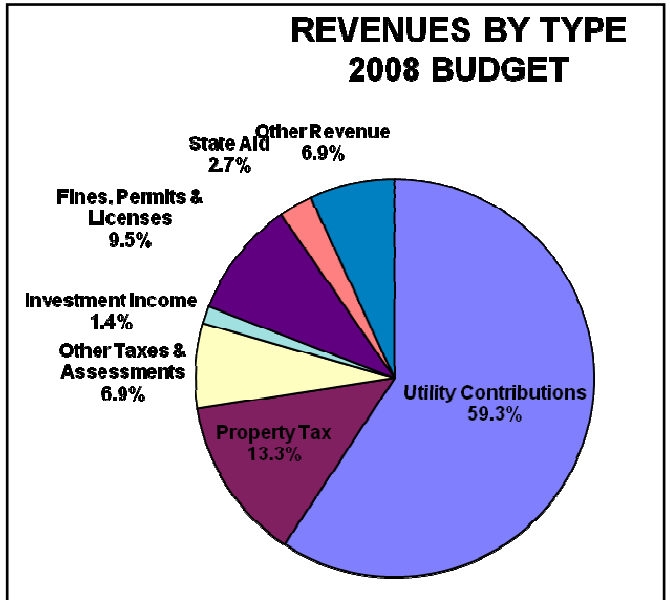
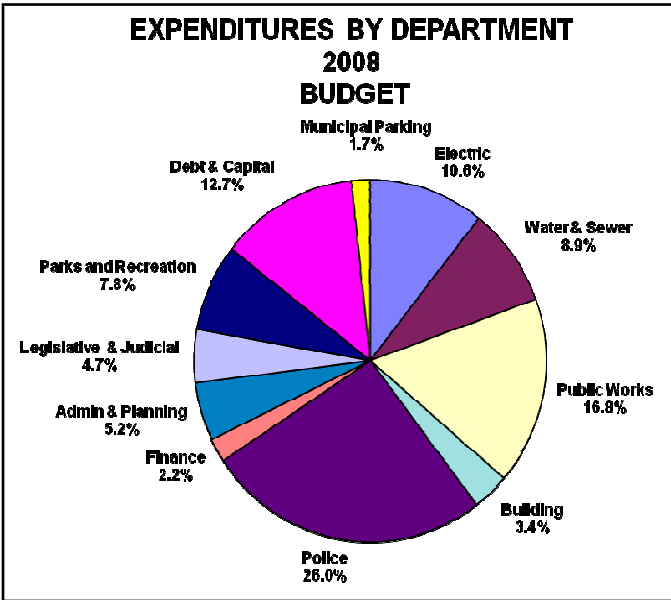
# Form of Government

Newark's Charter was originally adopted in 1965 as a Council-Manager form of government. The Council consists of six council members elected by districts every two years and the Mayor being elected at-large every three years. Every year three of the council members are up for election which prevents a complete turnover. Elections are held in April.

The City Manager is appointed by and directly responsible to the Council and serves at the pleasure of the Council. The Manager is responsible to the Council for the supervision and administration of City departments including: Finance, Planning, Building, Electric, Water/Waste Water, Public Works, Parks & Recreation, and Police. The Human Resource and Purchasing function is also handled by the City Manager's office. The City Manager serves as the chief administrative officer and handles such duties as: appoints and dismisses all department employees, sign and administers contracts authorized by Council, enforces policies and ordinances set by Council, prepares annual budget and capital budget, reports finance and administrative activities, etc. The City Solicitor, City Secretary, Treasurer and Alderman/Judge are appointed by the City Council.

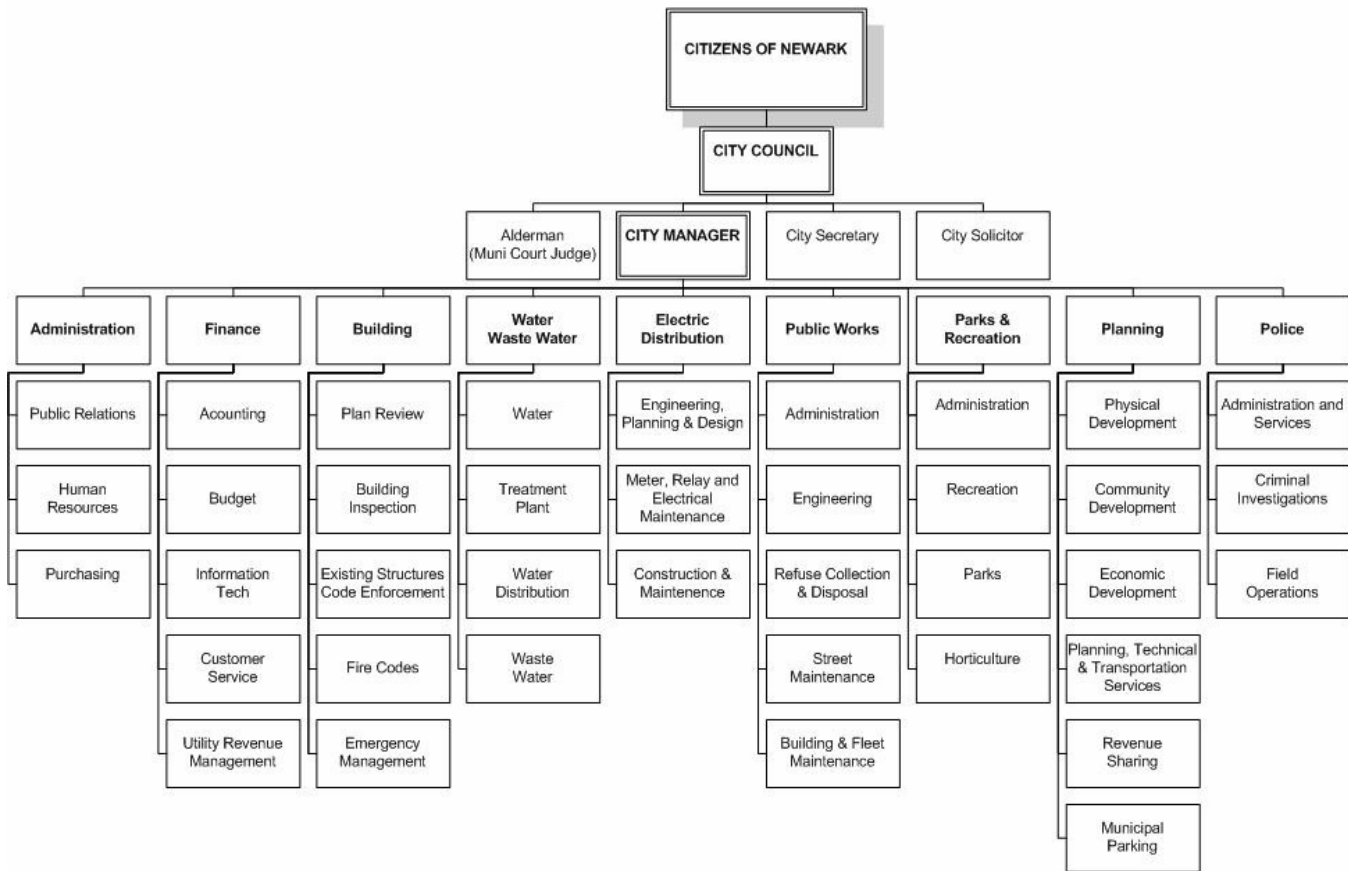
# Newark Budget

The 2008 Newark City Budget is set at \$33,261,960. This includes \$21,390,450 for personnel services (64.2% of budget), and \$1,965,622 for debt services (5.9% of budget) as the major expenditure categories. The major sources for revenues are Utilities at \$19,719,690 (59.3% of revenue sources), Property and Realty Taxes at \$6,850,870 (13.3% of revenue sources) and fees for service at \$4,904,900. The Capital Improvements Budget for 2008 equals \$6,148,200 with various sources to pay for the projects which is 6.9% of total budget expenses. The 2008 budget include funds for 231 full-time employees and 16.5 part-time employees and various seasonal employees especially in the Parks & Recreation Department. The larger departments are: Police at 81 FT employees or 26% of budget, Public Works at 43 FT employees or 16.8% of budget, Electric at 21 FT employees or 10.6% of budget and Water & Sewer at 19 FT employees at 8.9% of budget.



## City of Newark—Organizational Chart

### City of Newark, Delaware Organizational Chart



### Characteristics of the Ideal Candidate

- Proven record in municipal government – City Manager or Assistant Manager with line experience
- Comfortable working with state and county officials and stakeholders –being diplomatic and politically astute about their issues
- University community experience helpful
- Manager and leader who serves as CEO – ensures the day to day operations run smoothly and efficiently –attention to details
- Excellent communications skills – keeps council, staff and community informed
- Ability to engage wider community agencies and engage citizens
- Strong innovative leader who thinks outside the box –visionary leader
- Empowers and inspires staff and promotes creative thinking –serve as coach
- Customer service experience – customer focus (internal and external)
- Characteristics such as: flexible, proactive, forward thinking, innovative, articulate, good listener
- Strong administrative skills and budget and financial management experience
- Strong knowledge of labor relations and collective bargaining
- Active in professional organizations and promotes training
- Experience with growth issues, utilities, environmental issues, green technology, and sustainability
- Experience with economic development—Main Street programs and large developments



#### Qualifications

Minimum requirements are the equivalent of an MPA with preference for ICMA Credentialed Managers. Candidates must have extensive local government management experience, preferably as a chief executive or a full range assistant. Town-gown experience helpful.



## Challenges and Opportunities

- Building and maintaining good working relationships with University –especially related to housing and economic development
- Dealing with a major lawsuit award facing the community
- Understanding and communicating the role of the Council and the City Manager
- Dealing with the closing of Chrysler Plant and redevelopment of property
- Developing performance measurements and accountability standards
- Finding a balance between sound financial practices and new services
- Improving communications with staff and Council
- Continuing culture of customer service excellence
- Continuing Economic Development efforts
- Increasing interactivity with community and state organizations
- Upgrading IT systems, online forms, HR systems, etc.
- Prioritizing and funding infrastructure improvements
- Assuring accountability by all City staff
- Implementing a new recycling program
- Building new parking garage in downtown
- Maintaining focus on working relationship with state legislature
- Promoting strategic plan and vision for community



## Compensation and Application Process

Open and competitive beginning salary DOQ's supplemented by an excellent fringe benefit package and a professional, progressive and supportive work environment.

- Benefits negotiable - similar to management employees
- Moving expenses negotiable
- ICMA Retirement Corporation – 457 Plan
- City pension plan - optional
- Long Term Disability

Residency is required unless special permission obtained by Council



For more information see the City web site:

[www.cityofnewarkde.us](http://www.cityofnewarkde.us)

Newark is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this exceptional career opportunity, please mail or email your resume and cover letter by May 16, 2008 to:

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