

CITY MANAGER

DEFINITION

Under the provisions of the Charter and within the framework of general policy established by the Mayor, plans, organizes and directs operations; enforces and administers the provisions of the Charter laws and ordinances; provides complex policy and technical support; coordinates regional issues and activities; directs the work of executive managers; reviews overall operational performance and administers the City budget.

SUPERVISION RECEIVED/EXERCISED

This classification receives direction from the Mayor. Exercises supervision over staff except those assigned to the City Attorney and City Clerk's Office.

DISTINGUISHING CHARACTERISTICS

The City Manager is the chief administrative officer of the City and is responsible for enforcing and administering provisions of the City Charter and of the laws and ordinances; coordinates and directs through staff all activities of the City Departments; and maintains effective management of the administrative affairs of the City. The City Manager is appointed by, receives direction from, presents recommendations to and is directly accountable to the Mayor for all matters pertaining to the administration and operation of the City government.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Performs the duties specified by Section 705 of the City Charter.

Plans, coordinates and reviews all City departmental organizations, programs and operations and provides leadership and direction regarding goals and objectives as set forth by the Mayor.

Directs economic development, and enforcement of applicable laws and regulations to provide a safe and sustainable community.

Directs the review and analysis of circumstances and subsequently recommends legislative action as deemed appropriate.

Reports to and advises the Mayor on pertinent local government problems; presents recommended solutions and alternatives.

Conducts staff meetings and departmental conferences to consider and determine policy issues and courses of action.

Maintains effective working relationships with officials of other governmental agencies to

coordinate efforts and to ensure the interests of the City are accurately represented in multiple forums.

In conjunction with the Mayor, directs, coordinates and participates in the preparation of the Mayor's annual budget and the control thereof; prepares an annual budget message and submits the budget document to the City Council.

Keeps the public informed on City Government activities, issues and legislation that affect City residents.

Coordinates responses to business and citizen groups regarding various City needs and problems.

Advises and provides leadership to civic organizations dealing with specific problems affecting the City's welfare.

Directs the promotion of positive and accountable employee relations, effective labor negotiations and associated activities.

Keeps abreast of State and Federal legislation impacting the City and through staff takes appropriate steps to ensure compliance.

Performs related duties as required or directed by the Mayor.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles, practices and techniques of public administration;

Municipal management theory and practices;

Methods and techniques for maintaining effective relations with elected officials, the public and staff;

Modern office equipment, software and hardware, applications for word processing, spreadsheets, and data bases;

Methods associated with maintaining positive employee and labor relations; and

Methods and techniques for promoting economic and community development.

Ability to:

Plan and administer a balanced budget;

Exercise sound judgment; plan, direct and coordinate the operations of a large municipal government;

Develop and implement comprehensive plans to meet current and future needs of the City;

Effectively and constructively resolve conflict;

Direct and supervise the work of staff;

Analyze a variety of issues and ability to make sound policy and procedural recommendations;

Establish and maintain effective working relationships with the public, other public officials and organizations, the City employees and the Council;

Express ideas effectively orally and in writing, and to prepare clear and concise reports;

Work in a dynamic and changing environment; and

Exercise discretion and maintain confidentiality.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited four-year college or university with major course work in business administration, public administration or related field;

AND

Experience:

Five years of experience as a City Manager or Assistant City Manager of a city or equivalent experience in the direction and supervision of other governmental, private business, or industrial activities of comparable importance or magnitude. Master's degree is desirable.

Necessary Special Requirement

Possession of and continued maintenance of a valid Class C Driver's License is required.

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APPROVED: _____ DATE: _____
Signature on File *January 30, 2017*
Director of Personnel Services

MG/JC/CW/trb/1/04/01
Revised: JTC: 1/30/17