

CITY MANAGER

DEFINITION

To plan, organize, direct and review the activities and operations of the City; to coordinate assigned activities between departments and with outside agencies; and to provide highly responsible and complex administrative support to the Mayor and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction and serves at the pleasure of the City Council.

Exercises direct supervision over assigned management, supervisory, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement City goals and objectives; recommend and administer policies and procedures.

Coordinate activities between departments and with outside agencies and organizations; provide staff assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the City's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Ensure that the community is provided with desired and mandated services in an effective, cost efficient manner.

Provide overall policy guidance working through City management staff; set standards for program evaluation on a City-wide basis; work closely with the Mayor, City Council, boards, commissions, other organizations and citizen groups to solve identified problems.

Represent the City in contracts with governmental agencies and others doing business with the

City, either directly or through subordinate staff.

Represent the City to other outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of the management and administration of municipal governmental functions and organizational management.

Principles and practices of program development, planning, goal setting, oversight, project management, implementation, contract administration, policy development, and internal controls.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the City.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve City related issues;

and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer City budgets.

Develop and implement City policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and department policies, procedures, rules and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of increasingly responsible experience in municipal government; including five years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in management, business, public administration or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.