

CITY OF LOMA LINDA

CITY MANAGER

DEFINITION

Under general direction, administers all City operational activities as the chief administrative officer; serves as Executive Director of the Redevelopment Agency; performs related duties as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- 1.Plans, directs, and coordinates the activities and services of the Administrative department, and directs the management of all other City departments; ensures adherence to all provisions, laws, and ordinances governing the City.
2. Advises, and otherwise provides assistance to the City Council regarding City related issues; makes recommendations pertaining to legislation and policies required in the public interest.
- 3.Pre pares and submits to Council the annual City budget, and reports on the administrative activities of the City during the fiscal year; authorizes purchases as the City Purchasing Agent; advises Council of the City's financial status and makes such other reports as the Council may require concerning City operations.
- 4.Conducts or directs the conduct of organization and management studies, and the preparation and presentation of reports regarding the improvement of City administrative affairs.
- 5.Represents the City, or delegates such authority, in relations with the community, advisory committees, the Redevelopment Agency, other local, county, state, and federal agencies, other cities, and professional organizations.
- 6.Coordinates general City governmental activities with other governmental agencies.
- 7.Establishes and maintains liaison to the public; investigates and resolves complaints regarding City services.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities, necessary for satisfactory job performance. Example combinations include graduation from a four year college or university, or equivalent, in business or public administration, or a related field; and five years of

progressively responsible experience in the planning, organization, coordination, and financing of varied municipal activities.

Knowledge, Skills, and Abilities

Extensive knowledge of management theory and practice; municipal organization and finance; principles and practices of supervision. Considerable knowledge of the techniques for promoting economic development; techniques of maintaining effective Council/staff and public/staff relations; principles and practices of supervision. Ability to plan, organize, direct, and coordinate City operations, services, and related activities; prepare and present reports, maintain effective public relations, and establish and maintain effective relationships with the community at large, the Council, and other public officials; analyze unusual situations and resolve through application of City policy; develop new policies impacting City-wide operations and procedures; develop comprehensive plans to meet future City needs and services; supervise subordinate personnel.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.