

CITY MANAGER

DEFINITION

To plan, organize and direct the overall administrative activities and operations of the City; to advise and assist the City Council; and to represent the City's interests with other levels and agencies of government, business interests, and the community at large.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over management, professional, and support staff.

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

Prepare and submit to the City Council annual reports of financial and administrative activities; keep the City Council advised of financial conditions, program progress, and present and future needs of the City.

Develop, plan and implement, with Council participation, City goals and objectives as well as policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative/personnel policies and procedures.

Direct the development, presentation and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitor revenues and expenditures; make midyear adjustments.

Appoint, train, motivate and evaluate employees; establish performance objectives; prepare and present employee performance reviews; implement discipline procedures; recommend employee terminations; hear and rule on employee appeals of disciplinary actions.

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Direct and confer with department heads concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption.

Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises and contractors; oversee the procurement and purchase of all supplies and equipment for all City departments.

Direct the preparation of plans and specifications for work which the City Council orders; interpret, analyze and explain policies, procedures and programs.

Confer with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Represent the City in the community and at professional meetings as required; attend all City Council meetings.

Coordinate City activities with other governmental agencies and outside organizations; appoint administrative committees.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of municipal government administration, departments, organization and economic development functions and services.

Current social, political and economic trends and operating problems of municipal government.

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

Principles and practices of municipal budget preparation and administration.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

Ability to:

Provide effective leadership and coordinate the activities of the municipal organization.

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 issues related to City projects and programs; 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, and write or use a keyboard to through written means; and lift or carry weight of 10 pounds or less.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Serve effectively as the administrative agent of the City Council.

Select, supervise, and evaluate assigned staff.

Interpret and apply laws, rules and regulations.

Develop, prepare and administer a large municipal budget.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with City Council members, staff, committee members, public officials, business leaders and the general public.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Nine years of increasingly responsible municipal administrative experience as a City Manager, Assistant City Manager or in a related administrative, managerial capacity involving responsibility for planning, organization, implementation and supervision of various programs.

AND

Training:

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

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

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