CITY MANAGER

DEFINITION

To plan, organize and direct the overall administrative activities and operations of the City; and to advise and assist the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct and indirect supervision over assigned staff as well as overall responsibility for all City personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize and direct the work of all City departments; advising department directors to ensure all units function with maximum effectiveness.

Enforce and administer the provisions, laws, ordinances, legislative, regulatory and judicial mandates, regulations, and professional standards of the City.

Assure that the City has adequate resources to fulfill its mission through proper budgeting and planning, personnel selection, and training and development.

Oversee the development and growth of the community, including economic development.

Direct the preparation of City Council agendas.

Direct the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures; keep City Council advised on financial conditions, program progress and present/future needs of the City. Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Assure that positive public relations and effective working relationships are maintained with the general public, other governmental agencies, the City Council, City departments, and the media.

Conduct continuous research in administrative practices and recommend to the City Council those practices which will produce greater efficiency and economy in City government.

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

Represent the City in the community and at professional meetings as requested; coordinate City activities with other governmental agencies and other outside organizations.

Promote and maintain safety in the work place.

Direct the City's intergovernmental relations activities including the application for and administration of grant-in-aid programs, and the tracking of pending legislation.

Perform all duties as may be prescribed by City Council action.

QUALIFICATIONS:

Knowledge of:

Comprehensive knowledge of municipal public administration, including public finance and personnel administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

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

Applicable Federal and State laws, rules, codes and regulations regarding local government operations.

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

Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, in both oral and written form.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement City services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Serve effectively as the administrative agent of the City Council.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education:

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

Experience:

Five years of progressively responsible experience in municipal government; at least two years of responsible administrative/executive experience involving responsibility for planning, organizing and directing a varied work program.

Council Action: April 7, 1998

Human Resources

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