



## JOB DESCRIPTION

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### **CITY MANAGER**

**DEPARTMENT:** CITY MANAGER

**FLSA STATUS:** EXEMPT

**POSITION STATUS:** CONTRACT

**REPORTS TO:** CITY COUNCIL

#### **DEFINITION**

Under policy direction of the City Council, to plan, organize, coordinate and administer through management staff, all City functions and activities; to provide administrative guidance and coordinate the activities of department heads; to foster cooperative working relationships with civic groups, intergovernmental agencies and City staff; and to perform other duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The position has overall responsibility for policy development, economic development, program planning, fiscal management, administration and operation of all City functions, programs and activities. The incumbent is accountable for achieving Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner.

#### **ESSENTIAL JOB FUNCTIONS**

Depending on assignment, duties may include, but are not limited to, the following:

1. Plan, organize, coordinate and direct department heads and support staff to accomplish the goals and work activities of the City.
2. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the City.
3. Work closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to resolve local and regional issues of concern and solve problems.
4. Advise the City Council on issues and programs; prepares and recommends long range plans for City services and programs and develop specific proposals for action on current and future City needs.
5. Coordinate the preparation and administration of the annual budget for the City Council.
6. Represent the City in contacts with governmental agencies, community groups, and various business, professional and other organizations directly or through subordinate staff.
7. Coordinate the preparation of a wide variety of reports or presentations to the City Council or outside agencies.



## **JOB DESCRIPTION**

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8. Direct the development of long and short term capital improvements, including City infrastructure construction.
9. Administer economic development projects and programs; review and recommend financing alternatives for such projects.
10. Make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.
11. Direct the selection, supervision and the work evaluation of departmental personnel; monitors and directs city-wide employee relations, staff development and grievance procedures.
12. Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a city-wide basis.
13. Perform related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Principles, practices and program areas related to the management of municipal functions.
- Applicable legal guidelines and standards affecting city administration.
- Principles and practices of budget development and administration.
- Funding sources impacting program and service development.
- Social, political and environmental issues influencing municipal program administration.
- Principles and practices of economic development.

### **Ability to:**

- Plan, organize, administer and coordinate a variety of large and complex municipal services and programs.
- Select, lead, manage, supervise, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical and administrative problems, evaluate alternatives solutions and adopt effective courses of action.
  
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain cooperative working relationships with the City Council and a variety of citizens, public and private organizations, boards and commissions and city staff.
- Represent the City and the Council in a professional, effective manner.
- Exercise sound, independent judgment within general policy guidelines.
- Handle confidential information with great sensitivity.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.



## JOB DESCRIPTION

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### **Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience* – Seven years of broad management and administrative experience in municipal government or similar public agency setting, of which at least three years are in a department head capacity, and,

*Education* – Bachelor's degree from an accredited college or university in Public Administration or a related field. A Master's degree is highly desirable.

### **Special Requirements:**

Possession of a valid California Class C driver's license and good driving record.

### **Physical Requirements and Environmental Conditions:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

*This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.*

**03/27/14**