



JOB DESCRIPTION

CITY MANAGER

DEFINITION:

Subject to policy direction by the City Council, to plan direct, coordinate, and review the activities and operations of the City Department; and to do related work as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Direct and participate in the development and implementation of goals, objectives, policies and priorities
- Direct and participate in the preparation and administration of the City budget
- Enforce and administer the provisions of the laws and ordinances of the City
- Plan, coordinate and direct the work of the City departments
- Advise the City Council on matters of administrative practices, recommend legislation and policies required in the public interest and report on City operations, policies and problems
- Review the operations of City departments to establish work standards and improve methods
- Conduct continuous research in administrative practices and recommend to the City Council those practices which will produce greater efficiency and economy in the City government
- Prepare a long-term plan of capital improvements with plans for their financing
- Direct the personnel program of the City
- Direct the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council
- Acts as the Council's agent in meeting and conferring with employees in matters concerning employee-employer relations
- Respond to the most difficult citizen complaints and requests for information
- Represent the City in the community and at professional meetings as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration
- Federal, state and local government organization
- Applicable federal and state laws, rules, and regulations regarding local government operations
- Research methods and techniques and methods of report presentation

Ability to:

- Serve effectively as the administrative agent of a City Council
- Work with and coordinate the activities of administrative officials while encouraging their development as administrators
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action
- Communicate clearly and concisely, orally and in writing
- Negotiate and reach agreement with employee organizations
- Properly interpret and make decisions in accordance with laws, regulations, and policies
- Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies in the capacity of agent for the City Council

EXPERIENCE

Five years of progressively responsible administrative or staff experience in municipal government with at least two years experience in a high level administrative or executive capacity involving responsibility for planning, organizing and directing a varied work program

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university with major work in public administration, business administration or related field. A master's degree in public administration or related field is desirable

SPECIAL REQUIREMENT

Possession of a valid Class C California Driver's License.