

CITY MANAGER

Definition

To plan, organize, and direct the overall administrative activities and operations of the City and advise and assist the City Council, exercising independent judgment and initiative; to perform all duties as specified by the City Charter; and to do related work as required.

Supervision Received and Exercised

Policy direction is provided by the City Council. Responsibilities include direct and indirect supervision of department heads and staff assigned to the City Manager's Office.

Examples of Duties

Duties may include, but are not limited to, the following: Direct and participate in the development and implementation of goals, objectives, policies, and procedures; direct and participate in the preparation and administration of the City budget; prepare long term plans of capital improvements with plans for their financing; confer with department heads concerning administrative and operational problems; make appropriate decisions or recommendations; prepare and submit to the City Council report of finances and administrative activities, keep City Council advised of financial conditions, program progress, and present and future needs of the City; oversee the enforcement of all City ordinances; 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 the most difficult complaints and request for information; represent the City in the community and at professional meetings as required; coordinate City activities with other governmental agencies and outside organizations; select, supervise, train and evaluate staff; perform all duties as may be prescribed by the City Charter and by City Council action.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be 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 course work in public or business administration or a closely related field. A Master's degree is desirable.

Experience: A minimum of five years of progressively responsible experience in an administrative, managerial, or staff capacity in a Municipal organization, involving the responsibility for the planning, organization, implementation and supervision of varied work programs.

Knowledge and Abilities

Knowledge of: Modern municipal management methods and procedures, organizations, and functions; principles of public and business administration including public finance and personnel administration; current social, political, and economic trends and operating problems of municipal government; applicable federal and state laws, rules, and regulations regarding a local government operations; 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 a large, full service, municipal organization; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; serve effectively as the administrative agent of the City Council; select, supervise, train and evaluate staff.