

CITY MANAGER

DEFINITION:

At-will management classification performs highly complex, and responsible administrative support to City Council; conducts specific and comprehensive analyses of a wide range of municipal policies, organizational procedures, and fiscal activities; To coordinate and supervise overall administrative activities and operations of the City; and to advise and assist the City Council exercising independent judgement and initiative and performs other related duties as assigned. The Council is responsible for evaluating the performance of the City Manager.

SUPERVISION RECEIVED AND EXERCISED:

Policy guidance and direction is received from the City Council. Administrative direction is provided for all Department Heads.

ESSENTIAL DUTIES:

May include, but not limited to, the following:

To enforce the laws and regulations of the City and ascertain that franchises, contracts, permits, and privileges granted by the Council are faithfully observed.

To control, order, and give directions to heads of departments and to subordinate officers and employees of the City under the City Manager's jurisdiction through their department heads.

To prepare personnel rules and regulations.

To prepare position classification plans, including class specifications and revisions thereof.

To prepare a plan of compensation and revisions thereof, covering all classifications in the competitive service.

To appoint, remove, discipline, promote and demote any employee of the City, except the City Attorney, subject to applicable personnel ordinances, rules and regulations.

To conduct studies and effect such administrative reorganizations of offices as may be indicated in the interest of efficient, effective, and economical conduct of the City's business.

To attend all meetings of the Council unless excused by the Mayor or by the Council, except when removal of City Manager is under consideration.

To keep the Council fully advised of the financial conditions and needs of the City.

To prepare and submit the proposed annual budget and salary plan to the Council for its approval.

To ensure that no expenditures are submitted or recommended to the Council except on approval or the approval of authorized representative.

To make investigations into the affairs of the City, and any department or division thereof, and any contract or the proper performance of any obligations of the City, and to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the services maintained by public utilities in the City.

To exercise supervision over public buildings, public parks, and other public property which are under the control and jurisdiction of the City.

To perform such other duties and exercise such other powers as may be delegated from time to time by ordinance, resolution or other action of Council.

The City Manager may attend any and all meetings of the commissions, boards, or committees created by the Council, be heard by such and inform members as to the status of any matter being considered by the Council. The City Manager shall cooperate with the members of all such commissions, boards, or committees.

Responsible for the appointment of all department heads.

All department heads report to the City Manager.

Prepares performance plans and annually evaluations for all department heads.

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or closely related field. A Master's degree is desired. Seven (7) years progressively responsible administrative and/or managerial experience; preferably in local government.

Computer literacy required.

Knowledge, Skill and Abilities

Knowledge of principles, practices and techniques of public administration; principles and practices of organizational management and supervision; applicable federal, state, and local laws, and rules and regulations pertaining to local government operations; research methods and techniques of report presentation.

Ability to establish and maintain effective working relationships with the public, co-workers and other government officials; provide strong leadership; analyze a variety of administrative and organizational issues; prepare sound policy and procedural recommendations; coordinate numerous administrative and staff functions; plan, organize and successfully implement complex projects and assignments; provide guidance and direction to assigned City departments, divisions and offices; make effective public presentations; communicate clearly and concisely, both orally and in writing.

Special Requirements

Possession of, or the ability to obtain and retain a Class “C” California Driver’s License.

PHYSICAL PROFILE: I, 4, 7, 12,

Physical and work environmental demands include requirement to sit; talk or hear, in person and by telephone; frequently required to walk and stand; specific vision abilities required include close vision and ability to focus to read and operate office equipment. Employee is required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract concepts; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with public, staff, other governmental officials and others encountered in the course of work. Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend early morning and evening meetings; work under pressure and potentially stressful situations.

SALARY GRADE: 9990