

## **CITY MANAGER**

### **DEFINITION**

The City Manager serves as the City's chief executive officer, responsible for establishing municipal goals and developing objectives and plans to achieve them. He/she is responsible for development of the City's annual budget and multi-year capital improvement program for approval by the City Council. Upon approval, the City Manager ensures implementation in an efficient and effective manner. The City Manager assists the City Council with achieving its goals related to planning, policy making, performance evaluation, community leadership, and maintaining a sound financial position for the City.

### **SUPERVISION EXERCISED AND RECEIVED**

This position is appointed by the City Council. Supervises all department heads with the exception of the City Attorney.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Assists the City Council with the development of overall goals for the City. Develops and recommends for approval qualitative and quantitative objectives for each major municipal program or department. Keeps the City Council adequately informed regarding the City's progress in achieving overall goals and specific departmental objectives through periodic performance reports.
- Ensures that key administrative staff establish and report on specific objectives for the programs and activities for which they are responsible.
- Oversees the development and implementation of short-term and long-range programs and operational plans for achieving overall municipal goals.
- Develops and submits for approval an annual operating budget and multi-year capital improvement schedule as required. Maintains a sound financial position for the City government and keeps the Council informed of revenue and expenditure needs through periodic financial status and forecast reports.
- Develops directly or provides for the development of management personnel to ensure that qualified replacements are available when key administrative staff leave or retire.
- Assists in the development of municipal legislation required to meet the City's program and service needs and provides for the prompt execution of Council actions for which he/she is responsible, including the enforcement of municipal laws and ordinances.
- Develops and submits for approval plans for maintaining an effective and efficient program of municipal operations. Structures the municipal organization to most appropriately mobilize skills and resources to deliver services to the community, provide programs to meet community needs, and execute policy decision of the Council.
- Keeps the City Council adequately informed regarding program and operational problems and seeks its advice and counsel, as required, regarding possible solutions.
- Recommends the appointment and removal of all department heads and provides for the appointment of subordinate officers and employees of the City, subject to provisions of civil service procedures.
- Maintains community support for the City's programs by periodically meeting with community leaders and the news media to discuss problems and opportunities for improvement, ranging from community relations to construction schedules and problems of City finances.
- Represents the City's interests at federal, state and regional meetings and conferences.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of the principles and practices of city management, city management structure and functions; laws related to city government; principles and practices of local government budgeting and financial administration; personnel administration principles and practices; labor relations.

**Ability and skills** to work with diverse community groups; establish effective working relations with the City Council; establish organizational priorities; develop, motivate, manage, and provide leadership to senior staff members; execute governmental projects and programs in accordance with the policy of the City Council; relate city governmental programs to social, environmental, political, and economic changes and needs within the community. Establish, maintain and foster cooperative working relations with diverse others contacted in the course of work, expressing self clearly and concisely in both verbal and written form.

#### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be five years of responsible experience as the assistant executive of a local government agency, and a master's degree in public administration from an accredited institution.

#### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; physical stamina and mental alertness to lead or to actively participate in evening meetings; work long hours; travel to meetings and conferences; hear voices and telephones; ability to read.