



# CITY MANAGER

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FLSA Status: Exempt

Adopted: May 2009

Revised: December 2010, February 2011, October 2011, November 2012, December 2013, October 2016

Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

Under policy direction, the City Manager serves as the Chief Executive Officer of the Town and is responsible for planning, organizing, staffing, directing and coordinating all activities of the Town. The City Manager exercises independent judgment, initiative and purchasing authority.

## **DISTINGUISHING CHARACTERISTICS**

The City Manager is an at-will position that serves at the pleasure of the City Council. Assignments are received from the Council and are self-generated based on the general needs and services of the Town. The City Manager meets with Council as needed to discuss projects, programs and problems; provides information to Council; meets with citizens and citizen groups to exchange information and review current or proposed programs or projects; and provides overall leadership and direction to Town staff.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to the following:

- Provides the City Council with the necessary data and effective processes to support their roles as policy makers and key regional players; interacts actively and regularly with City Council to assist with policy and strategy development; attends all Council meetings
- Serves as City Treasurer
- Ensures highly responsible, complex administrative support is provided to the City Council
- Keeps Council advised about the needs of the Town
- Develops strategic plans, goals and objectives to improve Town services
- Oversees the preparation and administration of the Town's annual budget including long-term plan and funding options for capital improvement projects; approves all Town purchases
- Directs the preparation, plans and specifications for work that the Council may direct
- Ensures the provisions of all franchises, leases, contracts, permits and privileges granted by the Town, are fully observed, and violations are reported
- Supervises, generally, all Town property and equipment and its use by Town employees
- Maintains an exceptional municipal staff; organizes the work of the Town; selects, supervises, assigns work and evaluates employee performance

- Reviews and analyzes statistical, legislative and management reports on related matters; presents issues and recommendations to City Council
- Establishes policies, procedures and guidelines
- Oversees the enforcement of all Town ordinances
- Represents the department and the Town in meetings with other government agencies, community organizations and members of the public
- Works closely with department directors in solving problems and developing new policies and procedures
- Manages interdepartmental teams and complex projects
- Serves as the Director of Emergency Services and directs emergency preparedness activities
- Directs the Town's public information program to ensure an effective and fair representation of Town policies, accomplishments and positions; responds to media inquiries
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of public and business administration as applied to a municipality
- Principles and practices of budget preparation and administration
- Principles and practices of personnel administration and labor relations
- Principles and practices of supervision, training and performance evaluation
- Principles and practices of team building and leadership
- Rules and regulations governing public meetings
- Methods and techniques for effective public relations
- Applicable federal, state and local laws and regulations

### **Ability to:**

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Manage and direct the operations, services and activities of a municipality
- Identify and respond to community issues, concerns and needs
- Understand, appreciate and respect the Council/Manager form of government
- Provide senior and upper management leadership and direction
- Coordinate and direct a variety of complex tasks and assignments
- Manage and motivate employees
- Delegate authority and responsibility
- Develop and administer City-wide goals, objectives and procedures; adapt to changing priorities

- Interpret and ensure compliance with complex regulations and laws
- Develop and implement policies and procedures for the administrative operations of the Town
- Deal effectively with advisory boards and commissions, as well as other elected public officials; identify and respond to sensitive community and organizational issues, concerns and needs
- Analyze complex problems, make decisions rapidly within the scope of authority and effectively articulate solutions
- Develop and present complex reports
- Develop and propose long range strategic plans for the department and Town
- Maintain confidentiality
- Conceive, propose, implement and maintain sound fiscal procedures
- Perform duties on a regular and consistent basis

### **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field; completion of a Master's degree in public administration or a closely related field is highly desirable
- Experience: Five years of increasingly responsible experience in public administration or closely related field of which two years must be in a management or administrative capacity

### **Licenses**

Possession of an appropriate valid California Driver's License

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Mobility to work in a standard office setting
- Travel to and from Town facilities and offsite locations
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Work extended and/or flexible hours in order to attend City Council and other public meetings
- Work under pressure to complete a variety of written reports within specific timeframes
- Present staff reports, budgetary and other public information before the Council and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public

- Perform all duties on the job description except those determined to be incidental