

CITY MANAGER

DEFINITION

Under policy direction of the City Council, the City Manager serves as the Chief Administrative Officer of the City and directs the activities and operation of all departments; advises and assists the City Council in the conduct of City business; provides administrative oversight to the operational and policy functions of City government; coordinates City business with the various programs, officials and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; performs other related duties as required.

EXAMPLE OF DUTIES

- Accepts full responsibility for all City activities, programs and services including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the City Council on the development and implementation of City programs and services; coordinates work efforts with the City Attorney.
- Directs and participates in the preparation and administration of the City budget; prepares and submits to the City Council reports of finances and administrative activities; keeps Council advised of financial conditions, program progress, and present and future needs of the City.
- Reviews and evaluates program service delivery methods and systems within the City including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Coordinates the preparation of the agenda for the City Council with the Mayor; addresses the City Council on behalf of City staff; acts as City Clerk.
- Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council; selects, supervises trains and evaluates assigned staff.
- Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City.

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- Serves as a resource for the City Council, City staff , other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Serves as Executive Director of the Redevelopment Agency; develops and supervises economic development programs for the City.
- Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work which the City Council orders.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to public administration and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the City organization.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

REQUIREMENTS

Knowledge of: Modern public administrative methods and procedures, organizations and functions; current social, political, and economic trends and operating characteristics of municipal government; principles and practices of municipal budgeting and finance; methods and techniques for goal setting and program evaluation; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principals of effective public relations and interrelationships with community groups and agencies, the private sector and other levels of government.

Skill in: Providing effective leadership and coordinating the activities of a municipal organization, including economic development redevelopment and environmental preservation programs; developing and administering sound City-wide goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpreting and making decisions in accordance with laws, regulations and policies; analyzing complex administrative issues, evaluating alternatives and implementing sound solutions; working with and coordinating the activities of administrative officials while encouraging their development as administrators; preparing clear and comprehensive written reports; serving effectively as the administrative agent of the City Council; selecting, supervising, training, motivating and evaluating staff; representing the City Council to the general public and representatives of other agencies; facilitating group participation and consensus building; communicating clearly and concisely, both orally and in writing; establishing and maintaining effective working relationships; operating an office computer, and a variety of word processing and software applications.

OTHER REQUIREMENTS

Must possess a valid California Drivers' License; must be willing to work nights, weekends, on-call or overtime, as necessary.

DESIRABLE TRAINING AND EXPERIENCE

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Equivalent to graduation from college with a degree in public administration, business administration or a closely related field and at least five years of directly related experience at an administrative, management or staff level in municipal government with at least two years as a manager or supervisor.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.