



Department: City Manager
Prepared By: Nash and Co.

FLSA Status: Exempt
Prepared Date: July 28, 2017

JOB TITLE: City Manager

SUMMARY:

Plans, organizes, directs, administers and controls the activities and operations of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Directs activities of all City Departments.
- Decides on actions to be taken in the administration of City policies and procedures.
- Develops policy recommendations for City Council action.
- Provides administrative and staff support to the City Council.
- Receives administrative direction from the City Council.
- Develops, plans and implements City goals and objectives established by the City Council.
- Prepares and presents staff and City Manager reports to the City Council.
- Researches and prepares technical and administrative reports and studies.
- Responds to citizen requests and complaints, researches circumstances, prepares and implements a resolution of the issues.
- Directs, oversees and participates in the development of the City's work plans.
- Assigns and monitors work activities, projects and programs to department heads.
- Reviews and evaluates department's operations, methods and procedures.
- Oversees and participates in the development and administration of the City budget.
- Directs and forecasts City funding requirements.
- Monitors and approves expenditures.
- Selects, trains, motivates and evaluates management staff.
- Provides or coordinates management staff development.
- Represents the City to outside groups and organizations.
- Participates in community and professional groups and organizations.
- May act as a department head when a vacancy exists.
- Coordinates City activities with outside agencies and organizations.
- Performs related duties as assigned.



OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in public, business administration or closely related field.
- At least five years' increasingly responsible related experience in municipal administration, including three years' of high level responsibility, preferably in city government.
- Plans, organizes, and prioritize responsibilities for City.
- Attends City Council meetings.
- Ability to communicate effectively, excellent verbal and writing skills.
- Plan, organize, direct, administer and control City administration and operations.
- Assist the City Council in developing and implementing City policies and procedures.
- Recruit, direct, motivate and evaluate management staff.
- Mediate disputes, decide issues and secure cooperation in achieving goals and objectives.
- Prepare and administer a City budget.
- Analyze problem issues; identify alternative solutions; project consequences of courses of action.
- Exercise tact and diplomacy in dealing with citizens and the public.
- Interpret, apply, and enforce City policies, procedures, rules and regulations.
- Establish and maintain effective working relationships.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Master's degree in business.
- Principles and practices of municipal government administration and operations.
- Principles and practices of policy development and implementation.
- Pertinent local, State and Federal laws, rules and regulations.
- Organization and management practices as applied to analysis and evaluation of City programs.



- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation, administration and control.
- Principles and practices of management supervision, recruitment, training, motivation and evaluation.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Ability to identify and solve complex issues/problems.
- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.