

CITY MANAGER

DEFINITION

Under policy direction of the City Council, the City Manager plans, manages, oversees, and directs the City's activities and operations in accordance with the policies and procedures set forth by the City Council.

DISTINGUISHING CHARACTERISTICS

The City Manager is an at-will position reporting directly to the City Council. The City Manager's Office is responsible for the efficient administration of all City resources and operations in accordance with City Council policy. The City Manager provides overall planning, supervisory direction, and control of City programs and services. The City Manager directs two department heads (Finance and Police) and consulting attorney in implementing City policy. Public Works and Community Development (with assistance of consulting engineers, planners, and building inspectors), City Clerk, Personnel, Purchasing, Emergency Services and Public Information are direct functions of this office.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Accepts full responsibility for all City activities, programs, and services which includes directing the development and implementation of goals, objectives, policies and procedures for the City as a whole and for Public Works Department; ensures that established goals and objectives are achieved.
- Analyzes and evaluates the effectiveness of City operations, services, and programs, reports findings, and develops recommendations for enhancing the City's operations and services in collaboration with the City Council, City officials, Department Heads, and other management level City personnel.
- Advises City department and division heads regarding the full range of organizational, management, administrative, budget, and financial policies and related issues.
- Confers with City elected officials, department and division heads, and other personnel to discuss, identify, and assess their organizational, management, administrative, budget and financial problems, work plans and strategies plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City. Serves as a resource for the City Council.

- Accepts full administrative responsibility for all of the Public Works Department related activities and services, including engineering, streets, fleet, water, parks and landscape maintenance and facilities maintenance; coordinates activities with other City officials, departments, outside agencies, organizations and the public. Confers with engineers, legal advisors, citizens and City officials on public works projects and activities; reviews and evaluates work methods.
- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants.
- Directs, manages and participates in the preparation and administration of the City budget; prepares the Public Works Department's budget; and develops and implements the City's Capital Improvement Program budget. Presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; resolves budget issues with appropriate staff and implements adjustments as necessary.
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments; administers and/or oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures
- Directs, supervises, motivates, trains, and evaluates the work performance of City department and/or division heads.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, water distribution systems, buildings, traffic control devices and other related facilities and equipment for maintenance, repair and replacement.
- Attends and participates in professional and community meetings; stays current on issues relative to public administration, economic development, and the field of engineering and public works; 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.

- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues.

QUALIFICATIONS

Knowledge of:

- Modern public management, organization, and administrative theories, principles, and techniques at local government level.
- City government finance and administration, including State and National laws affecting the operations of the City.
- Applicable municipal functions, organization, and methods, including public works, utilities, planning, budgeting and purchasing, personnel administration, municipal law, records management, recreation and leisure services, economic development, and police and science.
- Social trends and problems.
- Mathematical concepts necessary to analyze budget, accounting, and legal documents.
- Principles and practices of Public Works and Engineering management.
- Principles, practices, and techniques of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works projects,
- Principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, water distribution system maintenance, sewerage collection systems construction and maintenance, facilities maintenance, capital projects and public utilities.
- Methods and techniques of supervision, training, performance evaluation and motivation.
- Standard office procedures, practices and equipment including a computer and applicable software.

Ability to:

- Listen to and understand the personnel, fiscal and organizational needs of City department and division heads, and other personnel.
- Analyze trends and problems of a City and develop long-range plans adapted to identified trends.
- Provide effective leadership and coordinate the activities of a complex municipal organization, including public works and economic development programs and activities.
- Win and retain the confidence and cooperation of legislative bodies, government officials, and representatives of the public.
- Develop and direct a sound public relations program.
- Manage, direct, and coordinate the work of supervisory, professional and technical personnel.
- Prepare and administer complex municipal budgets.
- Prepare and present accurate, clear and concise administrative and financial reports containing findings and recommendations.

- Analyze problems and identify alternatives and sound solutions.
- Analyze complex programs, documents and financial reports, including making recommendations for options and improvements.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures and instructions.
- Operate a personal computer using standard and customized software applications appropriate to assigned tasks, including spreadsheets.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Monitor local, state and federal grant programs for potential project funding; prepare funding applications for public works and capital improvement projects; monitor grant expenditures and prepare reports as required.
- Prepare bid specifications for vehicle and equipment acquisitions/leases and bid packages for capital facility projects and community improvements.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and display integrity, ingenuity and inventiveness in the performance of assigned tasks.

Educations and Experience:

Bachelor's Degree in Public Administration or a closely related field.

Seven years of progressive responsible experience in municipal administration and/or public works administration, including at least three (3) years at a management level.

Experience as a City or County Manager or Assistant City or County Manager is preferred.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Valid Class C California State Driver's license.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds and occasionally up to 100 pounds; daily stand, walk and sit; occasionally climb, stoop, kneel, crouch, reach, push, pull, crawl and maintain balance.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily inside and occasionally outside in various types of weather.