

CITY MANAGER

DEFINITION

Plans, administers, and supervises the City's organizational and administrative operations in accordance with the policies and procedures set forth by the City Council; performs directly related work as required.

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 three department heads (Police, Public Works, and Finance) and consultants (City Attorney, Engineer, and Building Inspector) in implementing City policy. Community Development (with the 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)

- 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.
- Recommends and oversees implementation of City policies, rules, and regulations.
- 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 supervisory personnel to discuss, identify, and assess their organizational, management, administrative, budget and financial problems and needs.
- Reviews and approves programs of City-wide administration such as financial reporting, budgeting control, and personnel practices.
- 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.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Reviews and approves programs of City-wide administration such as financial reporting, budgeting control, and personnel practices.
- 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.
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments.
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures.
- Analyzes and evaluates the effectiveness of City operations, services, programs, and reports findings and recommendations for improvements to the City Council.
- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues.
- Directs, supervises, motivates, trains, and evaluates the work performance of City department heads.
- Responds to questions and comments from the public in a courteous and timely manner.
- Attends meetings, conferences, and workshops as requested and authorized.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of public management, organization, and administrative theories, principles, and techniques at local government level.
- Comprehensive knowledge of City government finance and administration, including State and National laws affecting the operations of the City.
- Comprehensive knowledge of 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 fire science.

Knowledge of: Continued

- Comprehensive knowledge of social trends and problems.
- Comprehensive knowledge of emergency operations.
- Substantial knowledge of mathematical concepts necessary to analyze budget, accounting, and legal documents.

Skill in:

- Listening and understanding the personnel and organizational needs of City department and division heads, and other supervisory personnel.
- Analyzing trends and problems of a City and develop long-range plans adapted to such trends.
- Providing leadership and coordinating the activities of a complex municipal organization.
- Winning and retaining the confidence and cooperation of legislative bodies, government officials, and representatives of the public.
- Developing and directing a sound public relations program.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

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Other Requirements:

Valid Class C California State Driver's license.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
- Bachelor's Degree in Public Administration or a closely related field.
 - Seven or more years experience in municipal administration.