

CITY MANAGER

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M100

GENERAL DESCRIPTION OF THE DUTIES

Under direction of the City Council, the City Manager executes all administrative tasks of the Council. Through department directors, the City Manager plans, organizes, and directs City operations, including financial and personnel activities of the City; and provides assistance to the Council regarding policy decisions and their implementation.

SUPERVISION RECEIVED

The City Manager works under the general direction of the City Council.

SUPERVISION EXERCISED

Supervision is exercised over all City staff through subordinate department directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Subject to municipal code, State statutes, and federal laws, provides administrative direction to all City employees, directly or through subordinate department directors. Ensures satisfactory resolution of personnel issues; and reviews and provides final approval on hiring, discipline, and termination recommendations.
2. Manages and coordinates projects and programs to accomplish goals and objectives of the City Council.
3. Confers with City Council, department directors, and others on varied operating and administrative problems; reviews departmental plans, programs and procedures; and suggests new innovations or methods to improve the standard of services provided by the City.
4. Reviews and approves departmental needs and estimates; transmits budget document to City Council for review and approval. Administers approved budget and monitors overall expenditures to ensure compliance with budget.
5. Meets with City Council at special and regular meetings. Provides information and reports covering various aspects of the City's operations and groups. Advises Council members in their deliberations on policy and/or legislative matters.

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6. Works with various citizen and business groups to encourage and develop economic opportunities. Attends meetings and represents the City in various organizations and groups. Explains City issues and projects, and encourages citizen participation and support.
7. Represents the City before various local governments, and State and federal agencies.
8. Responds to citizen inquiries and resolves complaints or refers to appropriate department when possible; follows through to ensure satisfactory resolution of citizen inquiries.
9. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Broad knowledge of municipal government organization, powers, and functions;
- Broad knowledge of intergovernmental relationships; and
- Broad knowledge of the principles and practices of public administration, budgeting, public relations, and general management.

Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees.

EDUCATION AND EXPERIENCE

Equivalent to a complete four-year university education in public or business administration and ten years administrative/management experience, including previous experience as a chief administrative officer. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties is qualifying.

DESIREABLE EXPERIENCE, TRAINING, CERTIFICATIONS

Previous experience in municipal government of similar or larger size and services; and a graduate degree in public administration or business management are desirable.

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PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 40 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as motorized vehicle, calculator, computer keyboard and other office equipment. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Attendance at various meetings may required evening and weekend work hours.

Adopted By _____ **Date** _____
(City Manager)

Established: 10/94

Revised: 05/01