

CITY MANAGER

DEFINITION

Under policy direction, manages a full-service City government; administers operational activities; heads the City's management team; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Enforces and administers the provisions, laws and ordinances governing the City.
2. Plans, coordinates, and directs the work of the City departments.
3. Meets with and advises the City Council in the determination of basic policies and reports on financial status and general conditions of the City; recommends legislation and policies required in the public interest; attends all Council meetings unless excused.
4. Prepares and proposes the annual budget, providing for balancing of revenues and expenditures.
5. Represents the City in a variety of meetings and public functions; appoints and removes department heads and subordinate officers and employees.
6. Coordinates the general activities of the City government with other governmental agencies.
7. Acts as City Clerk, Director of Economic Development, Executive Director of the Redevelopment Agency, Personnel Officer, Purchasing Agent, and chief spokesperson in the meet and confer process delegating responsibility for administration of such functions as appropriate.
8. Conducts or directs investigation into complaints, problems, and service levels; resolves public complaints; investigates complaints regarding the management of City departments.
9. Represents and supports the policies and procedures established by the City Council.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business administration or public administration or related field and five years of experience as a municipal administrator or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or related field is desirable.

Knowledge of:

Management theory and practice; full service municipal organization and finance; supervisory practices and techniques; operations typical of subordinate municipal services; management of a positive employee relations program; techniques for promoting economic development; techniques of maintaining effective Council/staff and public/staff relations; City Clerk operations and responsibilities.

Ability to:

Plan and enforce a balanced budget; plan, direct and coordinate City-wide programs and manage a full-service City activity; maintain effective public relations; establish and maintain effective relationships with the community as large, the Council, and other public officials; analyze unusual situations and resolve through application of City policy; develop new policies impacting City-wide operations/procedures; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; supervise the work of subordinate managers engaged in a variety of City services and occupational fields.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials; moving from place to place within the office; some reaching for items below or above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Travel by car is required to attend meetings outside of normal business hours. Long hours including evenings and weekends are frequently required. Independent travel throughout the State is required; interstate travel may be required.

Date Adopted: August 6, 1996