



City Manager Administration

ADM/1

JOB SUMMARY

This position is responsible for managing the day-to-day operations of the city government.

MAJOR DUTIES

- Directs the work of city department heads; sets long- and short-term goals; holds monthly department head meetings.
- Implements City Council ordinances and policies.
- Serves as Chief Administrative Officer (CAO) of Public Utilities.
- Advises Mayor and City Council on various city issues.
- Prepares balanced city budgets for approval by the Council.
- Attends all regular meetings of the City Council.
- Attends all committee meetings of the City Council.
- Manages contracts with consultants and other service contractors.
- Negotiates agreements with other units of government and private sector entities.
- Develops city opportunities through an active role in professional organizations.
- Oversees community and economic development, planning and development issues for the city.
- Resolves external problems beyond the capacity or authority of department heads.
- Develops operational policies.
- Reviews city operations for efficiency and effectiveness.
- Hears disciplinary appeals and represents the city in employee disciplinary hearings.
- Provides technical assistance to new and expanding businesses.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations, regulations and standards.
- Knowledge of electric, gas, and water and sewer utilities.
- Knowledge of community and economic development practices.
- Knowledge of urban planning theory and techniques.
- Knowledge of human resource principles and laws.
- Knowledge of budgetary principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Council assign work in terms of city goals and objectives. The supervisor reviews work through conferences, reports, and observation of city activities.

GUIDELINES

Guidelines include city codes, policies and procedures, state and federal law, and city personnel policy. These guidelines require judgment, selection and interpretation in application. This position develops city guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The variety of city operations contributes to the complexity of the position.
- The purpose of this position is to manage the operations of the city government. Success in this position contributes to the efficiency and effectiveness of all city government operations.

CONTACTS

- Contacts are typically with department heads, other city employees, elected and appointed officials, business leaders, state and federal officials, professional organizations, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, distinguishes between shades of color and utilizes the sense of smell.
- The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Administrative Assistant (1), City Clerk (1), Community Development Director (1), Fire Chief (1), Police Chief (1), Public Works Superintendent (1), and Utilities Director (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.