

DEFINITION:

Under guidance of the City Council, manages the administration of city government as prescribed by city law.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the City Manager include, but are not limited to, the following:

1. Plans, coordinates, directs and participates in the development and implementation of goals, objectives, policies, and procedures.

Measures: Quality plans, policies and procedures in place.

2. Manages 10-year financial plans or all budget funds.

Measures: The budget is sound and conforms to all legal requirements.

3. Confers with the City Council in the determination of basic policies and programs; prepares and presents reports of City operations, procedures and special problems.

Measures: Informed City Council; cooperative working relationships.

4. Directs the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures.

Measures: The budget is submitted to the City Council in a timely fashion.

5. Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest, or potential interest of affairs of City concern.

Measures: Open communications; cooperative relationships.

6. Confers with department heads concerning administrative and operational problems; makes appropriate decisions, or recommendations.

Measures: Effective plans, communications and working relationships.

7. Oversees

7. Represents the City at a variety of meetings and public functions as required.

Measures: Professional representation.

8. Coordinates City activities with other governmental agencies and outside organizations.

Measures: Cooperative/effective.

9. Selects, supervises, trains, and evaluates staff.

Measures: Morale, turnover, labor costs.

10. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Modern municipal administrative methods and procedures; organization and functions; current social, political, and economic trends and operating problems of municipal government; applicable Federal and State laws, rules, and regulations regarding local government operations; principles of effective public relations and inter-relationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

Interact effectively with the public and employees. Provide effective leadership and coordinate the activities of municipal organization; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly, and adopt an effective course of action; serve effectively as the administrative agent of the City Council; select, supervise, train, and evaluate staff.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree from an accredited college, university, or equivalent with major-course work in public or business administration, or a closely related field.

Experience:

Typical experience would include ten years of progressively responsible relevant experience in an administrative managerial, or senior staff capacity in a substantially sized municipal organization, implementation, and supervision of varied work programs.