



City Manager

<u>JOB FAMILY:</u> Executive	<u>FLSA STATUS:</u> Exempt
<u>JOB CODE:</u> XX	<u>SALARY RANGE:</u> \$XXX - \$XXX
<u>UNION CODE:</u> XX	<u>PROBATION PERIOD:</u> XX

CLASSIFICATION SUMMARY:

Under legislative and policy direction of the City Council, executes, leads and coordinates the management and administrative policies and directives of the City Council; conducts administrative studies of City operations, procedures and department budget requests; prepares recommendations to departments and to the City Council for ultimate policy decision; directs the preparation of a structurally-balanced budget for all City funds; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The City Manager is the principal administrative and executive official of the City. The City Manager is appointed by and serves at the discretion of the City Council.

SUPERVISION EXERCISED / SUPERVISION RECEIVED:

Incumbent oversees the conduct of performance evaluations, training, and hiring, discipline and termination procedures as well as directly supervises management, professional, paraprofessional and support staff. Work is performed according to Council decisions, directives, policies and organizational strategic objectives and is reviewed for outcomes produced and results obtained.

ESSENTIAL DUTIES:

Duties may include but are not limited to:

Exercises effective administrative supervision of the City through department heads and coordinates the operation of all City departments; resolves interdepartmental problems or conflicts.

Conducts research and studies and makes investigations designed to determine if greater economy or efficiency may be achieved in conducting the administrative activities of the City; makes recommendations to the City Council as to appropriate policies and procedures which will aid in the orderly conduct of the City's administrative affairs; implements modifications which will improve City administrative processes; develops long range programs designed to meet anticipated needs and problems.

Evaluates and selects qualified candidates for appointment as the head of any City department; at a minimum, annually reviews and evaluates the performance of all City department heads; and may recommend the discipline or removal of any City employee, including department heads.



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ESSENTIAL DUTIES:

Duties may include but are not limited to:

Directs such central administrative, department, and or staff services as may be assigned by the Council. Supervises all City staff, and consultants, through Department Heads and their respective project managers, who are engaged in the collection, analysis and evaluation of material and the development of recommendations concerning City matters.

Reviews, evaluates, and approves the budget estimates for all City offices, departments and districts; recommends a structurally balanced annual budget to the City Council along with appropriate written and oral documentation; exercises continuous review of revenues and expenditures throughout the fiscal year to assure proper budgetary control; provides monthly reports to the City Council concerning the financial condition and needs of the City; recommends proactive fiscal controls to the City Council; reviews and makes recommendations to the City Council concerning all supplemental appropriations and budget transfers which require City Council approval.

Reviews all items on the Council agenda to ascertain that all relevant material is present and to assure that all matters are properly presented; attends all meetings of the Council and may participate in the discussion of any matter being considered by the Council.

Performs other duties of a similar nature and level as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of: Budgetary principles and methods as applied to large organizations, including those unique to local government; concepts, principles, practices and techniques of management as applied to governmental entities; organization theory and principles of general management as applied to individual organization units, to inter-organizational relationships and to the management of civic engagement programs; state legislative processes as related to local government and of funding practices of state and federal agencies providing revenue sources.

Comprehensive ability to: plan, organize, direct and coordinate the work of large, multifunctional organizations representing the entire spectrum of City government operations and public services; evaluate a continuous array of fiscal, budgetary, administrative and technical problems and recommendations for their solution; present comprehensive reports and recommendations to elected officials; speak and write effectively; establish and maintain effective working relationships with elected officials as well as with subordinates and representatives of other governmental units and civic groups.

EDUCATION AND EXPERIENCE:



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Education, training and experience which demonstrate possession of the knowledge and abilities stated above. Qualifying experience would typically include extensive experience as an administrator or principal assistant administrator of a governmental organization in which, as the chief executive or a principal assistant, the candidate reported to or worked closely and regularly with a legislative body.

LICENSING/CERTIFICATIONS:

- ICMA Certified Public Manager (CPM) designation is preferred.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Work is routinely performed in an indoor, office environment.

Special Requirements:

Possession of a valid California driver license.

Direct Department Head Reports: XX-XX. Total City budget is approximately \$XXX million. Directs, supervises, and coordinates activities for X,XXX full time city employees.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:

Draft prepared by Council CM Recruitment Subcommittee & City Attorney

Date: (06/2018)