CITY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the City Manager exists is to manage the City Government as prescribed by the City charter. The City Manager provides supervision and general direction to the leadership team of the City including the Assistant and Deputy City Managers and the heads of City departments. Work is performed under the guidance of the City Council.

ESSENTIAL FUNCTIONS

Administers and enforces the City charter and is responsible for the operations of the City.

Meets with and advises the City Council on matters related to City operations and policies.

Plans, coordinates and directs the operation of City departments and programs; evaluates organizational issues and problems and facilitates strategies to address issues and problems.

Proposes the City's annual operating budget to the City Council for approval.

Meets with members of the public on matters of relevance to the City; holds responsibility for inter-governmental relations with other cities, public and private organizations.

Provides overall organization leadership and promotes the organizations values.

Meets with members of the public and employees on matters of relevance to the City. Communicates orally, and in writing, with customers, the press, the general public, civic groups, and the City Council to solve concerns, answer questions and/or problems, and present programs and information.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:
Complex public policy issues;
Intergovernmental relations;
Federal, tribal, state, regional and local jurisdictional partnerships;
Municipal financial management and fiscal policies.

Ability to:
Shape and implement policy direction;
listen, facilitate and synthesize multiple points of view;
prepare and mentor managers to assume broader leadership roles;
foster and organizational climate that attracts, retains and develops talent at all levels;
facilitate and sustain positive labor relations;
communicate orally and in writing with all levels of City staff, City officials and citizens;
manage, organize and direct the work of others and provide organizational leadership;
build effective working relationships with City officials, co-workers, subordinates and the citizens;
operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to ten years as a city manager or assistant manager/senior executive and a graduate degree in Public or Business Administration, Political Science, or a related field.

FLSA Status: Exempt HR Ordinance Status: Unclassified