



City Manager

Department/Division:	City Manager's Office
Reports To:	City Council
Provides Direction To:	Department directors; City Clerk, Housing Programs Manager, and administrative support staff

GENERAL PURPOSE

Under general direction of the City Council, directs, coordinates, and manages the overall administrative activities, programs and operations of the City; advises, initiates and oversees the implementation of City development goals in accordance with Council goals; oversees department heads as well as managers and staff assigned to the City Manager's Office; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the top managerial position within the City; this position reports directly to the City Council and oversees the work of departmental directors and the operations of the entire City. The scope of responsibility, decision-making authority, and scope of supervision exercised is larger than any other City position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Directs, guides and participates in the development and implementation of City-wide goals, objectives, policies and procedures.
2. Plans, oversees and approves the preparation and administration of the City budget with the assistance of departmental directors.

3. Selects, trains, supervises and evaluates the work of department directors and approves application of Personnel Rules and disciplinary standards.
4. Serves as Director of the City's Redevelopment Agency.
5. Prepares long-term plans for capital improvements and debt financing.
6. Confers with department heads concerning administrative and operational problems and originates solutions that meet City and departmental needs.
7. Prepares and submits to the City Council reports of City finances and administrative activities.
8. Advises City Council as to the success and status of enforcement of various programs and requirements; conceptualizes future needs of the City.
9. Oversees the enforcement of all City ordinances and the plans and requirements of the City Council.
10. Interprets, analyzes and explains policies, procedures, and programs to the City Council, staff and the public, including major complaints.
11. Confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the City; represents the City in the community and at professional meetings as required.
12. Coordinates City activities with other governmental agencies and outside organizations.

QUALIFICATIONS GUIDELINES

Knowledge of:

Municipal administrative methods and procedures, organizations and functions; current social, political, and economic trends and operations programs of municipal government; applicable Federal and State laws, rules and regulations regarding local government operations; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; principles of management, finance and supervision.

Ability to:

Serve effectively as the administrative agent of the City Council and to properly represent the City; provide effective leadership and coordinate the activities of a municipal organization; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; exercise effective leadership and

judgement in policy, personnel and budgetary matters and adopt an effective course of action; establish and maintain effective relationships with City Council, department directors, officials, public and private representatives, vendors, contractors, consultants, and the general public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Ten years of progressively responsible experience in an administrative, managerial, or staff capacity in a medium size municipal organization, involving the responsibility for the planning, organization, implementation and supervision of varied work programs, and preferably involving local government management experience.

Education: Equivalent to a Master's degree from an accredited college or university with major course work in public or business administration or a closely related field.

Licenses; Certificates; Special Requirements:

A valid Class C or Class 3 California State driver's license issued from the California Department of Motor Vehicles is required in order to attend various business meetings and conferences.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, talk or hear and to occasionally lift and carry records and documents typically weighing less than 20 pounds. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and

documents; explain policies and procedures as applied to specific situations; apply independent judgement in solving work problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works under typical office conditions and the noise level is frequently quiet.