



Job Code: 0015
FLSA: E
Unit: MGMT
Revised: 10/04/88

CITY MANAGER

DEFINITION

Appointed by and directly responsible to the City Council, the City Manager is an exempt management position. The City Manager is the City's chief administrative officer responsible for the efficient and effective management of the City's offices in accordance with the directives and policies established by the City Council.

TYPICAL DUTIES

1. Advises the City Council on the affairs of the City and provides management assistance in carrying out their responsibilities.
2. Directs the establishment of City goals and objectives and development and administration of program to meet goals and objectives.
3. Both personally and through subordinates, directs the accomplishment of City Council policies and directives.
4. Exercise responsibility for the establishment and maintenance of a City organization designed to deliver municipal services in an efficient and effective manner.
5. Fulfills the responsibilities of the appointing authority as set forth in City ordinances and resolutions. Either personally or by delegation to subordinates, carries out the responsibility of personnel officer in the administration of the City's personnel system.
6. Through subordinates, directs the preparation and administration of the City budget and the preparation of appropriate financial reports. Recommends the City Council actions/programs necessary to maintain a stable financial position for the City.
7. Consistent with City Council policies and directives, coordinates City activities with other public agencies.
8. Both personally and through subordinates, enforces ordinances and regulations of the City.

MINIMUM QUALIFICATIONS

Knowledge:

Thorough knowledge of municipal management and contemporary issues affecting municipal government.

Skill to:

1. Possession of general management skills to include goal setting, planning, organizing, staffing, decision-making, coordinating problem solving and budget preparation and administration.
2. Possession of personnel management skills to include employee selection, development, directing, counseling and evaluating.
3. Possession of strong writing and speaking skills.

Education:

Graduation from an accredited four-year college or university in public administration or a closely related field.

Experience:

Significant municipal management experience in either the position of City Manager or Assistant City Manager.

License:

Valid California driver's license.