

**CLASS TITLE:**

**CITY MANAGER**

**GENERAL DESCRIPTION OF WORK:**

This is highly responsible administrative work in directing the activities of all municipal departments. Work involves the responsibility for the efficient and effective operation of all City Departments through planning, organizing, and directing their activities.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the City Council.

**SUPERVISION EXERCISED:**

Exercises general supervision over all employees in the Administrative Department, and active control over all department heads, and close or general supervision through the department heads over all personnel.

**DUTIES:** (the listed examples may not include all duties performed by this class)

Plans, organizes, and directs the programs and activities of all municipal departments; provides leadership in the initiation and enactment of new and improved policies and procedures.

Orders the preparation and submission of the annual budget; approves purchases of supplies and equipment; prepares regular activity reports, special reports, and insures proper record keeping of all City Department functions, as required.

Formulates and prescribes work methods and procedures to be followed by City departments; appraises work conditions; takes necessary steps to improve operations of various City departments.

Cooperates with City, County, State, and Federal officers in planning and coordinating City functions.

Advises and assists subordinates in highly complex job or departmental operational tasks.

Plans and implements programs of public information to explain and promote the activities and functions of the City.

Makes decisions concerning the hiring or firing of employees except those covered by Police Service or other tenure of office statutes.

Attends all City Council meetings; keeps Council informed as to the affairs of the City; recommends to the Council action as may be necessary or expedient for the welfare of the City.

Performs related work as required.

## **REQUIREMENTS:**

### **Education**

Requires skills, knowledge, and mental development equivalent to completion of a minimum of four (4) years of college with Bachelor of Science degree in Public Administration or closely related areas, or comparable education, training, and/or experience.

### **Experience**

Requires a minimum of five (5) years experience in a comparable, progressively responsible supervisory and/or administrative experience, with experience as a practicing city manager preferable.

Thorough knowledge of current procedures, practices, and the principles of public administration.

Thorough knowledge of municipal rules and regulations and the applicable State and Federal laws and ordinances.

Considerable knowledge of current literature, trends, and developments in field of public administration.

Considerable knowledge of the standards by which the quality of municipal services are evaluated.

Considerable knowledge of the functions of other governmental jurisdictions and authorities as they relate to the City.

Considerable ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with municipal activities, and considerable ability to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.

Considerable ability to establish and maintain effective working relationships with other City officials, authorities of other governmental levels, civic leaders, the public, and news media.

Considerable ability to prepare and present effective oral and written informational material relating to the activities of various municipal departments.