

CITY MANAGER

DEFINITION:

Subject to legislative determination of policy, to manage the administration of the City government; and to do related work as required.

EXAMPLES OF TYPICAL DUTIES:

Enforces and administers the provisions of laws, ordinances, and regulations governing the City; plans, coordinates and directs the work of the City departments; meets with the City Council and Council committees in the determination of basic policies and to report work done; recommends and advises on legislation and policies required in the public interest; enforces the provisions of franchise, contracts, leases and agreements; proposes an annual budget, providing for balancing of revenues and expenditures; is responsible for recruiting and selecting those individuals whose talents and abilities best serve the needs of the City, manages the personnel services; reviews and evaluates the management of City departments; represents the City in a variety of meetings and public functions; coordinates the general activities of the City government with other governmental agencies; continually advises the City Council of the financial and general conditions of the City and its needs. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Equivalent to graduation from college with major work in public administration and five years of professional administrative experience in the planning, coordination, and financing of various municipal programs.

Knowledge, Skills, and Abilities: Knowledge of public management theory and practices; knowledge of the philosophies and principles of organization and administrative procedures; knowledge of the laws, ordinances, and regulations pertaining to the operation of municipal government; ability to coordinate the efforts of the departments in developing a balanced budget for financing the activities of the City and to control expenditures; ability to supervise the management of multi-municipal programs and activities; ability to meet with citizen groups and organizations in resolving problems, developing programs or discussing services; ability to establish and maintain effective relationships with the community, City Council, departmental management, employees, and public officials of other jurisdictions.

License: Possession of a valid California driver's license at the time of employment.