

CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under policy direction of the City Council, serves as chief executive officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City of Placerville.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all City operations; assess ongoing operational needs through department heads and determine best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures; acts as the City's chief emergency services officer in any local disaster.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through department heads the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Respond to and resolve difficult, complex, and sensitive citizen inquires and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues; Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues;
9. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations; participates in community organizations to seek feedback, and to ensure access to City services by all citizens;
10. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
11. Provide staff support to assigned boards and commissions.

12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
13. Respond to media inquiries, City Council concerns and issues and community needs; plan, direct, manage, and oversee all City activities and operations including business development, City Clerk, building inspection, facility maintenance, community development, finance, human resources, police, and public works departments, functions, programs, and activities.
14. Oversee the long range planning, analysis, and evaluation of the City's programs and services; direct the development and implementation of the City's goals, objectives, policies, and priorities.
15. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
16. Plan, direct, and coordinate, through management staff, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
17. Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement and implement as appropriate; recommend organizational development plans to the City Council.
18. Direct the development and implementation of management systems, procedures, and the application of standards for program evaluation on a City-wide basis.
19. Select, train, motivate, and evaluate City personnel, subject to established policies and procedures; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
20. Oversee the development and administration of the City budget for submission to the City Council; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustment as appropriate and necessary.
21. Initiate and implement programs and plans for attainment and maintenance of City's compliance with state and federal laws.
22. Ensure that all laws and ordinances are duly enforced and make final interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.
23. Represent the City to other governmental agencies, community groups, and various business, professional, and other outside organizations or agencies; coordinate City activities with those of other cities, counties, outside agencies, and organizations in accordance with City Council policies.
24. Serve as liaison/coordinator between the City Council, the municipal staff, and other organizations and private citizens having dealings with the City.
25. Maintain effective public relations with officials at all levels of government, with representatives of industry and civic groups, and with private citizens concerned with City services.
26. Explain, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
27. Provide staff assistance to the City Council; attend City Council and City Council Committee meetings; prepare and present staff reports and other necessary correspondence; recommend to the Council for adoption such measures and ordinances as he/she deems necessary or expedient; keep the City Council advised as to the financial condition, operations, and needs of the City; prepare and submit to the Council a complete report on the finances and administrative activities of the City of the preceding year.

28. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal management and public administration.
29. Respond to and resolve difficult and sensitive citizen inquiries and complaints including those in relation to matters concerning the administration of the City and in regard to the service maintained by public utilities in the City; contact departments involved; provide direction and delegate authority as necessary to correct issues; ensure that all franchises, permits, and privileges granted by the City are faithfully observed.
30. Perform such other duties and exercises such other powers as may be delegated to him/her from time to time by ordinance or resolution of the City Council; serve in any appointed office or head of department within the City government as appointed by the City Council.
31. Perform other related duties as required.

SKILL SETS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipality, including budgeting and financial planning associated with implementing goals and objectives of the City Council;
Principles and practices of public administration and local government administration;
Principles and practices of program development and administration;
Government, council, and legislative processes;
Decision making techniques;
Principles and practices of fiscal and strategic planning;
Methods of analyzing, evaluating, and modifying administrative procedures;
Principles and practices of municipal budget preparation and administration;
Principles of supervision, training, and performance evaluation;
Principles of business letter writing and report preparation;
Pertinent Federal, State, and local laws, codes, and regulations;
Public relations principles and practices required to work with public officials, industry representatives, civic groups, and private citizens.

Ability to:

Manage and direct the operations, services, and activities of a municipality; Delegate authority and responsibility; provide leadership in establishing and promoting an open, proactive relationship with employees, supervisors, and department heads throughout the City's organization;
Select, supervise, train, direct, and evaluate staff; be an effective team leader both within the City and within the community;
Demonstrate mediation and conciliation skills in resolving conflicts in community settings and situations; negotiate and resolve complex issues;
Identify and respond to community and City Council issues, concerns, and needs;
Develop, implement, and administer City-wide goals, objectives, policies, procedures, work standards, and internal controls;
Prepare clear and concise administrative and financial reports;
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
Prepare and administer large and complex budgets;
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
Research, analyze, and evaluate new service delivery methods and techniques;

Interpret and apply Federal, State, and local policies, laws, and regulations;
Respond to inquiries or complaints from customers, regulatory agencies, or members of the business Community;
Effectively present information to top management, public groups, and/or boards of directors;
Exercise sound, independent judgment within general policy guidelines;
Communicate clearly and concisely, both orally and in writing;
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. A Master's Degree in a related field is desirable.

Experience:

Seven years of progressively responsible administrative or staff experience in municipal government with at least five years as a department director, three years as Assistant City Manager, or one year as a City Manager.

License or Certificate:

Possession of or ability to obtain, an appropriate valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.