

## City Manager/City Attorney

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

### **SUMMARY DESCRIPTION**

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 including administration, City Clerk, human resources, finance, information services, community development, police, recreation, parks, facilities maintenance, and public works departments, functions, programs, and activities; provides policy guidance to and coordinates the activities of management staff; implements policy decisions made by the City Council; facilitates the development and implementation of City goals and objectives; serves as the City Attorney providing legal counsel to City Council and City staff; and provides highly complex administrative support to the City Council.

### **IDENTIFYING CHARACTERISTICS**

The City Manager/City Attorney is considered the Chief Executive Officer of the City with full responsibility for directing the activities of the City of Placerville and accountable to the City Council for the overall performance of the City in carrying out the City's mission. This position is responsible for developing an organizational culture to ensure successful implementation of City programs and operations and for leading the City's senior management team. This position provides policy guidance, advice, and counsel to the City Council regarding strategic policy and problem solving and assumes responsibility for implementing policy decisions made by the City Council.

### **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. Assumes full management responsibility for all City operations; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends, and administers policies and procedures.
2. Directs the development and implementation of the City's goals, objectives, policies and priorities.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs, and coordinates, through department heads, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
5. Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implement as appropriate; recommends organizational development plans to the City Council.

6. Selects, motivates, and evaluates personnel; resolves personnel concerns and issues.
7. Oversees the development and administration of the City budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Oversees the management of the expenditure of allocated funds and collection of revenues.
9. Develops and recommends programs to assure the economic development and financial vitality of the City.
10. Oversees the preparation of the City's long term capital improvement plans and financing strategies.
11. Oversees the negotiation and management of service contracts and leasing agreements related to City operations.
12. Manages all aspects of the City's personnel function including employment procedures, grievances, affirmative action, Workers' Compensation, and employer-employee relations.
13. Supervises the preparation and administration of grant applications and expenditures.
14. Serves as City Attorney for the City; provides legal counsel to City Council and City staff; advises Council on all litigation cases.
15. Performs legal research and prepares legal opinions on various legal problems for City departments, City Council, and City Boards and Commissions; studies and interprets the constitution, laws, court decisions, ordinances, and other legal authorities to give legal advice or prepare opinions.
16. Researches, reviews, and prepares agreements, ordinances, resolutions, policies, and other legislation.
17. Oversees and/or investigates claims by or against the City and recommends action to be taken; assists in or prepares cases for hearings; represents the municipality in hearings; prepares cases for trial; tries cases in court as necessary.
18. Explains, justifies and defends City programs, policies and activities; negotiates and resolves sensitive and controversial issues.
19. Represents the City to all departments and outside agencies; coordinates City activities with those of other cities, counties and outside agencies and organizations.
20. Provides staff assistance to the City Council; coordinates the preparation of the agenda for City Council meetings; prepares and presents staff reports and other necessary correspondence.
21. Provides staff support to assigned boards and commissions.
22. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of City management and administration.
23. Responds to media inquiries, City Council concerns and issues and community needs.

24. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
25. Performs related duties as required.

### **QUALIFICATIONS**

*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:**

1. Operations, services, and activities of a municipality.
2. Advanced principles and practices of public administration and local government administration.
3. Principles and practices of program development and administration.
4. Government, council, and legislative processes.
5. Decision making techniques.
6. Principles and practices of fiscal and strategic planning.
7. Methods of analyzing, evaluating, and modifying administrative procedures.
8. Principles and practices of municipal budget preparation and administration.
9. Principles of supervision, training, and performance evaluation.
10. Applicable legal guidelines and standards affecting City administration.
11. Funding sources impacting program and service development.
12. Social, political, and environmental issues influencing program administration.
13. Principles and practices of contract administration, evaluation, and administration.
14. Legal and management principles and requirements dealing with employer-employee relations issues.
15. Advanced legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law.
16. Advanced methods and techniques of legal research.
17. Duties, powers, and limitations of a city government.
18. Legal principles and developments.
19. Appellate practices.
20. Judicial procedures and rules of evidence.

21. Legal precedents and court decisions impacting assigned litigation area.
22. Pleadings and effective practices and techniques in the presentation of court cases.
23. Municipal government organization, structure and functional responsibilities.
24. Office procedures, methods, and equipment including computers and applicable software applications.
25. Principles and techniques of public relations.
26. Principles of business letter writing and report preparation.
27. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Manage and direct the operations, services, and activities of a municipality.
2. Plan, organize, and direct the work of staff.
3. Select, supervise, train, and evaluate staff.
4. Delegate authority and responsibility.
5. Negotiate and resolve complex issues.
6. Identify and respond to community and City Council issues, concerns, and needs.
7. Develop, implement, and administer City-wide goals, objectives, policies, procedures, work standards, and internal controls.
8. Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.
9. Implement and monitor fiscal controls to assure the City's financial health.
10. Coordinate the preparation of City Council agendas.
11. Effectively represent the City Council with individual citizens, community groups, and other governmental agencies.
12. Provide expert legal advice to city departments.
13. Properly interpret and make decisions in accordance with laws, regulations and policies.
14. Read, understand, interpret, apply and explain codes, regulations and other written materials.
15. Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence and supporting documents.
16. Conduct research on legal problems and prepare sound legal opinion.

17. Present statements of fact, law and argument clearly and logically.
18. Prepare clear and concise administrative and financial reports.
19. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
20. Prepare and administer large and complex budgets.
21. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
22. Research, analyze, and evaluate new service delivery methods and techniques.
23. Interpret and apply Federal, State, and local policies, laws, and regulations.
24. Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
25. Effectively present information to top management, public groups, and/or boards of directors.
26. Exercise sound, independent judgment within general policy guidelines.
27. Communicate clearly and concisely, both orally and in writing.
28. 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:**

Bachelor's degree in Public Administration, Business Administration or a closely related field. Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:**

Six years of increasing responsible experience in public administration and as a practicing attorney in the State of California.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of membership in the California State Bar.

**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:**

Work is performed primarily in a standard office environment with some travel to attend meetings; frequent interaction with City staff and the general public.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

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*Johnson & Associates*