

## CITY MANAGER

*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, serves as the Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City of Ceres including public safety, community development, administrative services, operations and maintenance, parks, recreation, facilities, and administration; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council including 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. 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.
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 and implement as appropriate.
6. Select, motivate, and evaluate personnel; resolve personnel concerns and issues.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditure and implement budgetary adjustments as appropriate and necessary; keep Council advised of financial conditions, program progress, and present and future needs of the City.
8. 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.

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10. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence; provide advice and consultation to the City Council on the development and implementation of City programs and services.
11. Confer with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; make appropriate decisions or recommendations; oversee the preparation and implementation of long range plans for the City.
12. Serve as a resource for the City Council, department personnel, City staff, other organizations, and the public; coordinate pertinent information, resources, and work teams necessary to support a positive and productive environment.
13. Perform all duties as may be prescribed by City Council action; direct the preparation of plans and specifications for work that the City Council orders.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management and administration.
15. Respond to media inquiries, City Council concerns and issues, and community needs.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform 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:**

Operations, services, and activities of a municipality.  
Advanced principles and practices of public administration and local government administration.  
Principles and practices of policy development and implementation.  
Principles and practices of program development and administration.  
Government, council, and local and state legislative processes.  
Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.  
Principles and practices of fiscal and strategic planning.  
Methods of analyzing, evaluating, and modifying administrative procedures.  
Principles and practices of municipal finance and budget preparation and administration.  
Methods and techniques for goal setting and program evaluation.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.  
Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

**Ability to:**

Manage and direct the operations, services, and activities of a municipality.  
Develop and administer City-wide goals, objectives, policies, procedures, work standards, and internal controls.  
Plan, organize, and direct the work of staff.  
Select, supervise, train, and evaluate staff.  
Delegate authority and responsibility.

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Negotiate and resolve complex issues.  
Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.  
Prepare clear and concise administrative and financial reports.  
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 and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.  
Effectively present information to top management, public groups, and/or boards of directors.  
Exercise sound, independent judgment within general policy guidelines.  
Represent the City Council to the general public and representatives of other agencies.  
Deal constructively with conflict and develop consensus.  
Gain cooperation through discussion and persuasion.  
Demonstrate tact and diplomacy with the public.  
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:**

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 is highly desirable.

**Experience:**

Ten years of progressively responsible experience in municipal government including five years as a department head or Assistant City Manager.

**License or Certificate:**

Possession of 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:** Work is performed primarily in a standard office environment with some travel to different sites; 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 and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; 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.

