

CITY MANAGER

FLSA: Exempt

GENERAL SUMMARY

This is a professional administrative position responsible for supervising the administration of city government. The city manager exercises supervision directly or indirectly through subordinates over all municipal employees. Reporting to City Council, the city manager operates under the broad policy guidelines set forth by the aforementioned body.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manages and supervises all departments, agencies and officers of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed
- Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures
- Maintains harmony among workers and resolves grievances
- Performs or assists subordinates in performing duties; adjusts errors and complaints
- Prepares a variety of studies, reports and related information for decision making purposes
- Appoints and removes all department heads, officers, and employees of the City, except members of the Council
- Sees that all laws and ordinances are faithfully observed and enforced
- Prepares and submits a preliminary annual City budget
- Administers the adopted budget of the City
- Advises the City Council of financial conditions and current and future City needs
- Attends all meetings of the Council at which attendance may be required by the Council

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's Degree from an accredited four-year college or university in public administration, political science, business management of a closely related field, and five years of experience

in municipal administration.

- Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development
- Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City Officials and the public; ability to efficiently and effectively administer a municipal government

PHYSICAL DEMANDS

The physical demands characterized here, epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks, that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

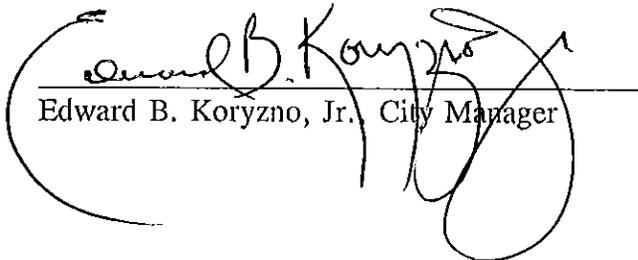
The employee performs job duties in a climate controlled office, with a moderate noise level.

AUTHORIZATIONS



Shari L. Gregory, Personnel Administrator

7/2/96
Date



Edward B. Koryzno, Jr., City Manager

7/3/96
Date