



Department:	City Manager
Bargaining Unit:	Executive Management
Salary Range:	X-82
Last Revision:	1991

CITY MANAGER

DEFINITION

To Plan, direct, manage and oversee the activities and operations of the City; to coordinate City activities with other outside agencies and organizations; and to provide highly responsible and complex administrative support to the City Council.

SUPERVISION EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over executive management staff and clerical personnel.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives for the City; recommend and administer policies and procedures; research City Council requests regarding policy; prepare and submit recommendations.

Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; update the City Council on the status of various projects.

Oversee the development of the annual City budget in accordance with City Council directives; monitor monthly expenditures and report significant variances to the City Council; develop alternate revenue sources for City Council projects; oversee the implementation of City Council goals and objectives.

Select, train, motivate and evaluate executive management personnel; implement discipline and termination procedures.

Continuously monitor and evaluate the efficiency and effectiveness of the City=s organizational structure, staffing patterns, service levels and administrative systems; implement improvements.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Serve as liaison between the City and other municipalities, counties, elected officials and outside agencies; explain and justify City programs, policies and activities, negotiate and resolve significant and controversial issues.

Direct, oversee and participate in the development of the City's work plan; assign work projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Negotiate contracts and solutions involving a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.

Respond to citizen inquiries and resolve difficult and sensitive complaints; assign departments to handle and resolve citizen complaints and concerns in a timely manner.

Serve as Executive Director of the Hollister Redevelopment Agency.

Perform related duties and responsibilities as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organization and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.

Modern and complex principles and practices of municipal program development and administrative.

Advanced principles and practices of budget preparation and administration.

Current social, political and economic trends and operating problems of a city government.

Economic redevelopment programs and services.

Modern methods of procurement, contract negotiation and administration.

Knowledge to:

Funding practices of state and federal agencies; grant applications and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of executive management personnel; delegate authority and responsibility.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively and fairly negotiate appropriate solutions and contracts.

Allocate limited resources in a cost effective manner.

Gain cooperation through discussion and persuasion.

Prepare and administer large and complex budgets.

Evaluate and develop improvements in city operations, procedures, policies and methods.

Select, supervise, train, evaluate and motivate executive management staff.

Conduct research and prepare clear and concise reports.

Identify and respond to community and City Council issues, concerns and needs.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven (7) years of increasingly responsible experience in a public agency in an administrative and managerial capacity involving responsibility for the planning, organization, implementation and supervision of varied work programs.

Training:

Equivalent to a bachelor=s degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Special Requirements

Possession of, or ability to obtain, an appropriate valid California Driver=s License issued by the State Department of Motor Vehicles.

Adopted by City Council Resolution No. 91-08