



Department:	Mgmt. Svcs./Human Resources
Bargaining Unit:	Executive Management
Salary Range:	X72
Last Revision:	May 1996

DIRECTOR OF MANAGEMENT SERVICES

DEFINITION

To perform a wide variety of professional and administrative tasks for the City Manager; to conduct specific and comprehensive analyses of a wide range of municipal policies, organization, procedures and services; to assist the City Manager in directing and managing the City operational functions; and to perform related duties as required.

SUPERVISION EXERCISED

Receives administrative direction from City Manager.

May exercise direct, functional and technical supervision over professional and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Direct, manage and supervise various City operational functions.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Assist in the development, planning and implementation of goals and objectives related to the overall administrative activities and operations of the City; recommend and administer policies and procedures.

Research and analyze a wide variety of technical and complex issues.

Investigate and prepare reports on specific requests and complaints pertaining to various governmental activities.

Assist the City Council in its intergovernmental relations program and acts as liaison with other governmental jurisdictions.

Confer with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the City; explain policies and programs to the public as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the development and administration of the annual budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Gather and analyze data on existing programs; conduct surveys and prepare proposals including financing, staffing, and organization requirements.

Prepare and present reports to City Council and other governing bodies.

Meet with individual members of the city Council to discuss a variety of City issues.

Represent the City in the community and at professional meetings as required.

Select, train and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedure.

Monitor legislation affecting city operations and activities; interpret laws and regulations as they relate to municipal government; prepare related reports.

Respond to citizen complaints and requests for information.

Assist in the coordination of activities between the city Manager=s office, and City departments and divisions, and outside agencies.

Act as the City Manager as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration; city government structure and processes; organizational management, budget and operations analysis.

Principles and practices of risk management and public administration.

Research techniques, sources and availability of information, and methods of report presentation.

Knowledge of:

Applicable Federal, State and local laws, rules, and regulations pertaining to local government operations.

Principles and techniques of budget development and administration.

Ability to:

Manage complex projects and programs; develop and implement effective City organizational policies and procedures;

Analyze and make sound recommendations regarding budgetary, management and organizational issues;

Communicate effectively, both orally and in writing.

Maintain effective working relationship with those contacted in the course of work.

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:

Five (5) years of increasingly responsible experience in municipal administrative work.

Training:

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

License or Certificate:

Possession of, or ability to obtain, a valid driver=s license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: May, 1996