

Job Responsibilities

Essential Duties and Responsibilities:

The City Manager reports directly to the City Council and is responsible for the following:

Plan, organize, coordinate, and direct through City directors, managers and support staff the work of the City.

Develop, direct and implement the goals, objectives, policies, procedures, and work standards for the City.

Work closely with the City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.

Advise the City Council on issues and concerns.

Coordinate and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City needs.

Recommend legislation and policies required in the public interest.

Enforce the provisions of public utility franchises, contracts, leases, and agreements; make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.

Handle citizen complaints and appeals of lower level administrative decisions.

Respond to employee personnel and grievance matters: provide input and direction.

Direct the preparation and administration of the budget and capital projects for the City.

Represent the City in contacts with various governmental agencies, community groups, and business, professional, and other organizations directly or through subordinate staff.

Coordinate the preparation of a wide variety of reports or presentations to the City Council or outside agencies.

Direct the selection, supervision, and evaluation of departmental personnel.

Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis.

The Manager will be expected to assist the City Council in developing the City's annual legislative agenda, and develop relationships with County, State, and Federal elected officials to represent the City's interests.

Job Responsibilities—Cont.

Supervisory Responsibilities:

The City's departments consist of Community Development, Energy Services (Electric Gas, IT), Finance, Library, Administrative (Attorney, HR), Parks and Recreation, Police, Public Works (Engineering, Street, Water, Wastewater, Stormwater). The City Manager's supervisory responsibilities include:

- Work under broad policy guidance of the City Council.
- Supervise directors; carry out supervisory responsibilities in accordance with City policies and applicable laws.
- Supervises activities of all city departments performing such functions as collection, accounting and disbursement of taxes, fees and other revenue.
- Interviewing and selecting candidates for department directors and other key positions.
- Monitors city operations through weekly/biweekly meetings with directors.
- Delegating responsibilities to staff for preparation and implementation of operational plans.