



91 E. Central Ave.  
Belgrade, MT 59714  
Phone: 406-388-3760

## JOB DESCRIPTION

<b>Position:</b>	<b>City Manager</b>
<b>Department:</b>	<b>City Manager</b>
<b>Supervisor:</b>	<b>City Council</b>
<b>Status:</b>	<b>Full Time - Exempt</b>
<b>Salary:</b>	
<b>Hours:</b>	<b>Generally Monday- Friday 8:00AM – 5:00 PM</b>

*The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

### **Summary of Position**

Working under the broad policy guidance of the City Commission, performs high level administrative, technical and professional work in directing and supervising the administration of city government.

### **Job Description/ Essential Duties**

*These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

- Manages, supervises and administers all departments, divisions, agencies and offices of the City, except the Council and its employees, 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.
- Leads by collaboration and is a good, active listener.
- Provides leadership and direction in the development of short and long range plans.
- 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.
- Communicates official plans, policies and procedures to staff and the general public.
- Advises the Council of financial conditions and current and future City needs; prepares and submits the City Manager's recommendations for the annual budget in a timely manner; administers the adopted budget of the City; assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites the 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.

- Manages the City work force; performs or assists subordinates in performing duties; resolves grievances, errors and complaints; appoints and removes all department heads, officers and employees of the City except for members of the Council and its employees; conducts and carries out applicable labor management functions.
- Performs duties required by law, ordinance or resolution; carries out policies established by the Council; ensures that all laws and ordinances and resolutions are faithfully implemented and enforced.
- Makes recommendations to the Council such measures as he/she may deem necessary or expedient; prepares and submits to the Council such reports as may be required by that body or as the Manager may deem advisable to submit; may serve as the head of one or more statutory departments; executes bonds, notes, contracts and written obligations of the Council, subject to the approval of the Council.
- Holds staff accountable and makes tough decisions.
- Attends all meetings of the Council at which attendance may be required by the Council.

**Essential Knowledge, Skills and Abilities Related to this Position**

*The successful candidate will possess:*

- Complex public policy issues.
- Intergovernmental relations.
- Federal, tribal, state, county, regional and local jurisdictional partnerships.
- Municipal financial management and fiscal policies, human resources, public works, public safety, and community development.
- Modern policies and practices of public administration.
- Prepare and administer municipal budgets.
- Plan, direct and administer municipal programs.
- Operate modern office equipment including computer equipment.
- Shape and implement policy direction.
- Listen, facilitate and synthesize multiple points of view.
- Prepare and mentor managers to assume broader leadership roles.
- Foster an organizational climate that attracts, retains and develops talent at all levels.
- Facilitate and sustain positive labor relations.
- Communicate orally and in writing with all levels of City staff, City officials and citizens.
- Manage, organize and direct the work of others and provide organizational leadership.
- Build effective working relationships with City officials, coworkers, subordinates and the citizens.
- Prepare and analyze comprehensive reports.
- Carry out assigned projects to their completion.
- Respond to and resolve difficult and sensitive employee, resident and other stakeholder inquiries and complaints.
- Progressive “hands on” manager.
- Strategic thinker who quickly sees the critical path.
- Understands the impact of government decisions on local business(es).
- Remains active in the community and participates in community outreach.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Supervision Received**

Works under the general supervision and broad policy guidance of the City Council.

### **Supervision Exercised**

Exercises supervision over all municipal employees either directly or through subordinate supervisors, except the employees of the City Council.

### **Minimum Qualifications (Education, Experience and Training)**

- Graduation from an accredited four year college or university with a degree in public administration, political science, business management, finance or a closely related field
- Five (5) to seven (7) year of experience as a senior level public manager/municipal administrator or any combination of education and experience.
- Proven track record of producing results.
- Successful experience mentoring and developing (future) leaders.
- Experience in community and economic development.

### **Preferred Qualifications**

- Master's degree in Public Administration, Political Science, Business Management or Finance or a closes related field. (Masters may be substituted for one year of experience as listed in the minimum qualifications)
- Successful experience in succession planning.

### **Special Requirements/Licenses or Certificates**

- Must be bondable
- Establish residency within Belgrade city limits required within one-hundred and eighty (180) days of employment. Current residents who live in the county may have exceptions made on a case by case basis by the City Council.
- Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six (6) months of hire.
- Must have the ability to travel (including overnight) to different sites and locations.

### **Tools and Equipment**

Operates modern office machines and equipment including PC, word processors, printers, copiers, calculators, and FAX machines, routinely use a full range of word processing and spreadsheet computer software applications.

### **Working Conditions and Physical Requirements**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Duties are performed in an office type environment.
- Duties require extended periods of walking, standing, talking or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel with occasional periods

of standing, walking, pulling/pushing items, lifting/carrying items, keyboarding, and reaching with hands and arms.

- Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling.
- Must be able to add, subtract, divide and multiply.
- Reading materials and verbal instructions require moderate interpretation.
- Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, and risk of electrical shock, cramped quarters, human error and angry/hostile humans.
- The noise level ranges from quiet to moderate.
- Ability to perform body movements applicable to records management in an office environment.
- Possession of hand/eye coordination adequate to operate a computer and calculator.
- Have the ability to talk and hear in person and by telephone; ability to see and read instructions, spreadsheets, reference materials and computer reports.
- Reading materials and verbal instructions require complex interpretation.
- Hazards are considered minor and controllable, but may include exposure to work in high precarious places, outdoor weather conditions, human error, and angry/hostile humans. Must have the ability to travel to different sites and locations.

**Safety Related Duties**

- Follow the city's and departments work practices
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.

**The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. After reading this job description, as of this date would you require any accommodation to perform these duties? YES or NO**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OR

Approval: \_\_\_\_\_

Supervisor

Approval: \_\_\_\_\_

Appointing Authority

Effective Date:

Revision History: