

POSITION TITLE: City Manager
ORGANIZATIONAL UNIT: Administration
IMMEDIATE SUPERVISOR: City Council

I. General Description:

The City Manager ensures that the policy direction set by City Council is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner. Among the Manager's duties: preparing a recommended budget for the Council; recruiting, hiring, and supervising City of Dillingham staff; enforcement of ordinances; purchasing and contracting; supervision of fiscal operations; and providing to the City Council complete objective information to support the City Council in its decision-making process.

II. Essential Job Duties:

1. Appoint city employees and administrative officers.
2. Hire, suspend or remove employees according to personnel procedures.
3. Supervise enforcement of city law.
4. Prepare and submit the annual budget and capital improvement program for the council.
5. Execute the budget and capital budget as adopted.
6. Make monthly financial reports to the council on city finances and operations.
7. Report to the council at the end of each fiscal year on the finances and administrative activities of the city.
8. Prepare and make available for public distribution an annual report of city affairs.
9. Serve as city personnel officer unless the council authorizes the manager to appoint a personnel officer.
10. Direct the care and custody of all municipal property.
11. Direct and supervise the construction, maintenance, and operation of municipal public works, excluding schools.
12. Make such recommendations to the council as deemed expedient or necessary.
13. Assign, at his discretion and subject to council approval, additional functions or duties to offices, departments or agencies established by ordinance and likewise transfer functions or duties from one office, department or agency to another, or establish a distribution of work among the divisions of officers, departments or agencies.
14. Administer and manage the water and sewer distribution utilities and other municipal services by means of officers and employees as he shall appoint.
15. Execute other powers and duties specified in Title 29 of the Alaska State Statutes or lawfully prescribed by the city council.
16. Attend city council meetings and participate as directed.

III. Knowledge, Skills, and Abilities:

- Knowledge and administration of municipalities, including laws, codes and statutes.
- Knowledge of municipal finance, personnel management, planning, public safety and public works administration.
- Knowledge of organizational behavior, the professional principals and procedures of city management.
- Knowledge of modern office practices, methods and equipment.
- Ability to supervise and motivate others to implement policies formulated by City Council.
- Knowledge of contracts, procurement procedures, bidding process, project management.
- Ability to mediate between representatives of diverse and sometimes conflicting community interest groups.
- Ability to express ideas effectively; orally and in writing.
- Ability to achieve community support and consensus for financial and programmatic policies adopted by City Council.
- Skill in compiling and evaluating complex data to effectively formulate policy and program recommendations.
- Skill in establishing and maintaining effective working relationships with elected officials, representatives of interest groups, employees and the general public.

IV. Education and Experience:

- BA in Public Administration In lieu of a degree, 10 years of supervisory experience in a related administrative capacity may be considered.
- MA preferred.

V. Supervisory Responsibility:

Nine City departments.

VI. Scope of Employment:

Contract employee.

VII. Salary:

DOE

VIII. Benefits:

See attached.

IX. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ **Date:** _____

