

CITY MANAGER

JOB DESCRIPTION

Classification Responsibilities: The City Manager performs highly responsible management, administrative, and professional duties as the chief executive officer of the City. The employee is expected to exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. An important aspect of this position is the high profile as the City's chief executive officer and the overall responsibility for all City departments, including Community Services, Development Services, Economic Development, Financial Services, Fire, General Services, Neighborhood Services, Police, and Utilities, and the administrative oversight of the Council-appointed positions of City Attorney, City Clerk and City Magistrates. The City Manager provides visionary, innovative leadership, supervision, and general direction for the City management team including the Deputy City Managers, and Department Managers to coordinate their efforts toward achieving their departmental objectives. Responsibilities include: directing the development and administration of the City budget and capital program, and overseeing development, planning, and implementation of a strategic plan, goals and objectives to meet the operational needs of the City. This class performs related duties and functions as may be delegated, assigned or required.

Distinguishing Features: This class has been designated as a non-classified, non-merit system, at-will position. The City Manager receives policy direction from the City Council, and is chosen by the City Council based on executive and administrative qualifications, in accordance with the City Charter. Work is performed under the guidance of the City Council and is subject to evaluation on the basis of results achieved. This classification has been designated as a non-classified, non-merit system, at-will position. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university, preferably in Public or Business Administration. Ten plus years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager/Senior Executive in a medium to large-size city of more than 100,000 population.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). A Master's Degree in a related field is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council. Communicates orally, and in writing, with customers, the press, the general public, civic groups, and the City Council to resolve concerns and problems, and answer questions. Requires and reviews regular and comprehensive management reports

from all departments and divisions. Keeps informed about the issues discussed by boards and commissions. Attends and participates in professional groups and committees. Responds to and resolves difficult and sensitive employee, resident and other stakeholder inquiries and complaints.

Manual/Physical: Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm or hand movement.

Mental: Administers and enforces the City Charter and is responsible for the operations of the City. Meets with, and advises the City Council on matters related to City operations and policies. Plans, coordinates and directs the operation of City departments and programs, evaluates organizational issues and problems and facilitates strategies to address issues and problems. Proposes the City's annual operating budget to the City Council for approval. Maintains responsibility for intergovernmental relations with other cities, and public and private organizations. Provides overall organizational leadership and promotes the organizational values. Ensures a discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors. Creates systems to facilitate and ensure maximum productivity of employees. Ensures accountability throughout the City organization. Recommends and upon concurrence by the Council, appoints all City officers (except those subject to Council appointment as outlined in the Charter) and when deemed necessary suspends, or removes them. Recommends to the Council personnel policies and assignments for efficient operation of the City government. Sees that all laws, provisions of the Charter, and acts of the Council subject to enforcement are faithfully executed.

Knowledge and Abilities:

Knowledge of:

complex public policy issues;
intergovernmental relations;
federal, tribal, state, regional and local jurisdictional partnerships;
municipal financial management and fiscal policies;

Ability to:

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;

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs and direction of the City by the City Council and requirements of the job change.

Revised to add Substance Abuse Testing 12/10

LW/la

CS1207.DOC

EEO-O/A

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

PAY STEPS-Special

PAY RANGE: 1207

SH-No

Security-No

CDL-No

IND-9410

SWORN-No

GROUP I POSITION-Yes