

CITY MANAGER JOB DESCRIPTION

GENERAL PURPOSE

Serves as the Chief Executive Officer and the head of the Administrative Branch of the City Government and carries out duties as specified under the City Charter. City Manager is responsible to the Council for the proper administration of all affairs of the City.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Council and the Willard City Charter.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Appoints, manages, directs, evaluates, and disciplines all heads of departments and subordinate officers and employees except as otherwise provided in the City Charter.
2. Exercises control over all departments and subdivisions thereof created by the City Charter through the department heads.
3. Attends all City Council meetings at which attendance may be required by Council, taking part in discussions and recommending appropriate Council action.
4. Keeps the Council fully advised as to the financial condition and needs of the City for the short and long term. Prepares and submits to the Council and public annually, not later than March 31st, a complete report on the finances and administrative activities of the City for the preceding year.
5. Prepares a preliminary balanced annual budget and submits it to the City Council by November 1st of each year.
6. Administers the adopted budget and the appropriations, and monitors expenditures of the City departments in relationship to their budgets.
7. Executes deeds and contracts on behalf of the City when authorized by charter or ordinances of the City, or by City Council.
8. Assures that departmental operations are performed in concert with all applicable laws, City Charter, policies, ordinances and direction from the City Council, and delegates to subordinate officers and employees of the City any duties conferred upon him/her by the charter or by action of the Council, and holds them responsible for their faithful discharge.
9. Communicates effectively and courteously with the City Council, public, employees, and the media in person, writing and by telephone.
10. Effectively represents position of the City Council to the public.
11. Assures all laws and City ordinances are enforced.
12. Appoints such citizen advisory committees as he deems necessary or appropriate, and discharges them when in his judgment their function has been served.
13. Coordinate all civil defense matters with State and Federal authorities.

14. Manages and supervises all departments, agencies and offices of the City 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.
15. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
16. Provides professional advice to the City Council and department heads; is a member of the Community Development Commission (CDC); makes presentations to councils, boards, commissions, civic groups and the general public.
17. Communicates official plans, policies and procedures to staff and the general public.
18. Maintains a visible and positive interaction with the community, including its industries, businesses, and citizens.
19. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares balanced annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
20. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
21. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
22. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
23. Prepares a variety of studies, reports and related information for decision-making purposes.
24. Performs such other duties, not inconsistent with this Charter, as may be required by Council.

PERIPHERAL DUTIES

Recommends for adoption by the Council such measures as manager may deem necessary or expedient.

Prepares and submits to the Council such reports as may be required by that body or as manager may deem it advisable to submit.

May serve as the head of one or more departments of City government.

DESIRED QUALIFICATIONS

Preferred Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and/or three (3) years of experience as a municipal administrator.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development; requires initiative and independent thinking;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; skill in problem solving;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government;
- (D) Will be required to work evenings, weekends, holidays, and during emergencies.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of computers, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations or the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.