

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	City Manager	Department :	Administration
Reports to:	City Council	FLSA Classification :	Exempt
Career Ladder:	N/A	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to manage the operation of the City under the policy direction of the City Council. Based on policy mandates and goals and objectives mutually established with the City Council, plan, organize, direct and coordinate implementing methodology through appointed department heads. Serve as Executive Director of those City-related agencies as appointed by the Council. Undertake those activities necessary to assure fulfillment of the City’s obligations to its citizens in an efficient and effective manner. Develop management policies, strategies and programs for the City within policy guidelines. Provide highly responsible technical staff assistance to the City Council and department directors.

CLASS CHARACTERISTICS:

This single position classification has the responsibility for managing and directing the affairs of the City within the established goals, objectives, and general policies established by the City Council, and directing the activities of those agencies representing the interests of the City, as established by the City Council. It differs from all other classifications in that it is solely responsible to the City Council for the effectiveness, efficiency and success in fulfilling the City’s goals, objectives, and policy priorities.

ESENTIAL RESPONSIBILITIES:

Assist the City Council in the development of City goals, objectives, and priorities. Oversee special programs as assigned by the City Council

Select, appoint, supervise, evaluate, discipline, and reward City department heads and staff members of the Office of the City Manager. Assign Office of the City Manager personnel, supervise and train all such personnel. Direct, evaluate, reward, and discipline those employees. Assure that department heads provide job safe practices instruction related to their typical work environments of their departments

Prepared policy recommendations for the City Council, and develop rationale concerning policy recommendations. Maintain close and frequent contact with members of the City Council

Interpret City Policy to City employees and the general public

Direct the preparation of the City’s annual budget. Review and adjust department budget estimates prior to final submittal to the City Council

Chair a variety of meetings with department heads. Attend all City Council meetings. Make presentations to the City Council and before various boards and commissions

Represent the City on various regional, community and professional boards, committees, and commissions, and make necessary presentations. Maintain effective liaison with colleagues and practitioners in similar local, state, and federal activities

Conduct legislative advocacy and analysis on behalf of the City and assure the City Council is informed the City's position

Commit the City to courses of action within established general policy

Pursue economic development on behalf of the City. Serve as Executive Director of the City's Redevelopment Agency and Public Finance Authority

Negotiate with those collective bargaining groups representing City employees and with outside entities concerning the establishment of contractual relationships with the City

Prepare agenda for the City Council, Redevelopment Agency, and the Public Finance Authority

Provide broad direction to the City's department heads on operation of the City's departments. Oversee and evaluate the efficiency and effectiveness of departmental programs in light of the City's goals, objective, and priorities

Research and develop changes to department organization structure, and budgets during the City's annual budgetary process that more effectively implements the established goals, objectives, and priorities of the City

Directs the hiring, transfer, layoff and termination of all subordinates, officers and employees. Reassign employees to other department, functions or duties

Provide professional staff assistance, technical support, and advice to the City Council. Draft correspondence in response to public inquiries

Prepare staff analysis and reports on various projects and programs. Present analysis in both oral and written form through Council and other public presentations

Conduct complex administrative and operational studies, analyze findings, and prepare recommendations regarding proposal for programs, services, equipment and personnel

Performs related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of public administration and municipal management. Principles and practices of supervision, employee and labor relations, and collective bargaining. Organization and

management practices as applied to the analysis and evaluation of operational needs. Methods and techniques of administrative data gathering and analysis. Budgetary principals and practices. Applicable Federal, State and local laws, regulations and codes. Correct use of oral and written English. Use of mathematical and statistical analysis and theory. General computer use.

Skilled in - Providing skilled analytical and management staff support to the City Council. Conducting complex analytical and operational studies, evaluating alternatives and making effective recommendations. Reading, interpreting, and applying complex procedures, policies, rules and regulations. Negotiating and representing City interests. Organizing and prioritizing assigned work. Preparing clear, accurate, and concise reports, correspondence and other written materials. Maintaining confidentiality. Establishing and maintaining effective working relationships with those contacted in the course of work and with professional colleagues in other jurisdictions. Communicating tactfully, sensitively, and effectively with employees and employee representatives. Using initiative and making sound and independent judgments within established goals and objective.

Ability to - Develop, coordinate and administer complex operating and capital improvement budgets. Analyze, interpret and apply complex laws, regulations, policies and procedures. Organize, assign, direct, review and evaluate the work of assigned staff. Communicate clearly and concisely in oral and written English. Effectively represent the City in meetings with representative of public and private organizations and the public. Operate a personal computer and related spreadsheet and word processing programs, as well as other Windows-based applications.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the City.

Physical Abilities and Work Environment – Sit for lengthy periods of time in indoor office environment. Communicate clearly in English. Operate keyboard equipment. Effectively deal with stressful situations.

Other – Must complete an annual Statement of Economic Interest.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Seven years of experience in progressively responsible municipal management and administrative work, with a minimum of two years in a supervisory capacity

Education - Possession of a Bachelors Degree from an accredited college or university with major course work in public administration or political science, city and regional planning, or a related field. Possession of a Masters Degree in one of the above fields is preferred, and may be substituted for one year of experience.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date