

**CITY MANAGER**

**PURPOSE**

To plan, organize, direct and review the overall administrative activities and operations of the City; to advise and assist the City Council; to represent the City's interests with other levels and agencies of government, business interests, and the community at large; and to provide leadership to the City and its staff.

**WORKING CONDITIONS**

Work is conducted primarily in an office setting. Conditions include frequent attendance at evening meetings and frequent irregular hours as necessary to meet deadlines and achieve objectives.

**PHYSICAL DEMANDS**

Work emphasizes speech, hearing, and vision, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

**DISTINGUISHING CHARACTERISTICS**

This is an exempt executive position, appointed by and receiving policy direction from the City Council. The City Manager exercises the full range of administrative and supervisory responsibilities.

**ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to, the following:

Directs the development and implementation of City goals and objectives as well as policies and procedures necessary to provide municipal services; approves new or modified programs, systems, administrative, and personnel policies and procedures; sees that all laws and ordinances of the City are enforced.

Coordinates City activities, between departments and with outside agencies and organizations; makes appropriate decisions or recommendations for City Council consideration and adoption; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence.

Directs and oversees the development and implementation of City-wide work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Directs the development, presentation and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; makes mid-year adjustments.

Prepares and submits to the City Council annual reports of financial and administrative activities; keeps City Council advised of financial conditions, program progress, and present and future needs of the City.

Makes investigations into the affairs of the City and in response to complaints concerning the administration of the City.

Oversees the procurement and purchase of all supplies and equipment for all City departments.

Represents the City and provides leadership to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary; provides leadership for civic movements designed to benefit the residents of the City when authorized by the City Council.

Attends all Council meetings; performs all duties as may be prescribed by City Council action.

Builds and maintains positive working relationships with Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

### **OTHER JOB FUNCTIONS**

Appoints personnel; conducts performance evaluations; implements disciplinary procedures; maintains standards necessary for the efficient and professional operations of the City; makes recommendations to the City Council on the appointment and termination of Department Directors.

Performs long range planning and research.

Acts as the Council's agent in meeting and conferring with employees in matters concerning employee-employer relations.

## DESIRABLE QUALIFICATIONS

### Knowledge and Abilities:

Knowledge of principles and practices of complex municipal administration, departments, organization, and economic development functions and services; principles and practices of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; principles and practices of leadership, motivation, team building and conflict resolution; pertinent Federal, State, and local laws, codes and regulations; current social, political, and economic trends and operating problems of municipal government; organizational and management practices as applied to the analysis and evaluation of programs; principles and practices of organization, administration and personnel management; principles and practices of budget preparation and administration.

Ability to plan, direct and control the administration and operations of the City; prepare, administer, and implement a City-wide budget; develop and implement City-wide policies and procedures; supervise, evaluate, and provide clear direction to staff; gain cooperation through discussion and persuasion; provide effective leadership and coordinate the activities of the municipal organization; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; serve effectively as the administrative agent of the City Council; interpret and apply Federal, State, local and City policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### Education and Experience:

Any combination equivalent to experience and education that would likely provide required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Possession of a Bachelor's Degree in Public Administration, Business Administration, or related field. A Master's Degree in Public Administration, Business Administration or related field is preferred.

**Experience:** Eight years of increasingly responsible experience in a municipality comparable to the City of Dixon as a City Manager, Assistant City Manager or in a related administrative or managerial capacity involving responsibility for the planning, organizing, implementing and supervising of varied work programs.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment