

CITY MANAGER

DEFINITION

Under the administrative direction of the City Council, to plan, organize, manage, and direct the functions of City government; to represent City Council policies and programs with City staff, community organizations, other agencies, and the public; to review City departments' annual budget requests and develop final expenditure recommendations for presentation to the City Council; to be responsible for employer-employee relations; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This single position class serves as Chief Executive Officer for the operation of City government and the providing of public services. The incumbent serves at the pleasure of the City Council.

REPORTS TO

The City Council.

CLASSIFICATIONS SUPERVISED

Department Heads.

ESSENTIAL FUNCTIONS

Serves as Chief Executive Officer for the City of Atwater; provides the City Council and management with advice and consultation on the development of City services and policies; coordinates the agenda for City Council Meetings; directs special studies and surveys to determine the effectiveness of City government; keeps City Council members informed of the activities and potential problems of City services; represents City Council policies with employees, other government agencies, the public, and community organizations; reviews department budget requests, overseeing preparation of the annual budget and developing recommendations on final expenditure levels for presentation to the City Council; oversees expenditure controls for the adopted budget; maintains a continued awareness of administrative practices and recommends changes to the City Council; has responsibility for City employer-employee relations; reviews the operations of City departments for conformance with appropriate work standards; selects, directs, and evaluates executive management staff; coordinates City functions with other government agencies; oversees the preparation and administration of grant applications; responds to the most sensitive citizen information requests and complaints; serves as the Executive Director of the Fire District, Chief Finance Officer, Chief Building Official, Executive Director of Redevelopment Agency, and Executive

Director of the Housing Authority. Attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent driving to different locations throughout the City; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of public administration including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling municipal government services and operations.
- Organization, problems, and functions of municipal government.
- Research and evaluation methods.
- Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.
- Principles of management, supervision, training, and employee evaluation.
- Personal computers and software applications related to City management and administration.

Ability to:

- Plan, organize, manage, coordinate, and supervise the functions and services of the City to achieve efficient operations and achieve program goals.
- Prepare and administer the City budget and oversee fiscal controls.
- Coordinate the preparation of the City Council agenda.
- Direct the gathering, organization, analysis, and presentation of a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to City operations, programs, and services.
- Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent the City's policies, programs, and services with the public,

community organizations, City staff, and other government agencies.

- Establish and maintain cooperative working relationships.

Training and Experience:

- Five (5) years of broad and extensive management, supervisory, and administrative experience, preferably including work in a public agency involving development and administration of programs, budgets, and public services.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or a closely related field.
- A Master's degree in public administration, business administration, or a closely related field is highly desirable.

License:

- Possession of a valid California driver's license.

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