

CITY MANAGER
(At Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To plan, direct, manage, and oversee the activities and operations for the City of American Canyon including administrative services, economic development, public works, community services, and contract police services; and to provide responsible, complex staff assistance to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct supervision over management, supervisory, professional, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assume full management responsibility for all City services, including oversight of all departments; recommend and administer policies and procedures.
- Direct the development and implementation of City goals, objectives, policies, and priorities.
- Establish, within the City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate, through Department Directors and Managers, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement.
- Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the City to outside agencies and organizations; coordinate City activities with those of other cities, counties, and outside agencies and organizations.
- Manage and direct the City's development and redevelopment activities; develop goals and objectives for planning and development; encourage and promote commercial and industrial projects; establish redevelopment project areas.

- Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Respond to and resolve difficult and sensitive inquiries and complaints from citizens and community organizations.
- Negotiate contracts and agreements with representatives of other governmental agencies and businesses.
- Negotiate labor agreements.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
- Research alternative sources of funding; prepare grant proposals; oversee and maintain grant funding.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- City government operations, services, and activities.
- Public administration principles and practices.
- Research and report writing methods and techniques.
- Management skills to analyze programs, policies, and operational needs.
- Advanced principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Personnel policies and practices.
- Principles and practices of labor negotiation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Plan, organize, and direct the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of the City of American Canyon.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer, departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, 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 the work, including City Council, the public and community organizations.

Minimum Qualifications:

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field. An advanced degree in public administration or a closely related field is desirable.

Experience:

Eight years of increasingly responsible experience in government or business management, including five years of administrative and supervisory responsibility in a public agency.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
City Manager	June 1995			1001	Exempt	1

APPROVED: _____
Human Resources Director

Date: _____