

City Manager/Administrator

Purpose: Directs and manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of all City departments and functions, direct supervision of the City Manager's/Administrator's Office, and coordination of special projects. The City Manager/Administrator is responsible for the implementation of all policy set by the Council. Work may either be performed by the incumbent or delegated to subordinate staff.

Essential Job Functions:

- ◆ Directs and manages the operations of the City: provides direction to all City functions falling under the authority of the City Council; supervises all subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all City employees through subordinate managers; establishes policies and procedures for the overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.
- ◆ Serves as a liaison between City staff, the Mayor, and the City Council: attends all meetings of the City Council; briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Council to make informed policy decisions; prepares meeting agendas; and provides administrative support to the Mayor and Council Members as needed.
- ◆ Performs financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
- ◆ Oversees operations of all City departments: serves as a liaison between the Mayor and Council and department heads, keeping the Mayor and Council apprised on departmental activities; assists departments with resolution of problems requiring the attention of City management; monitors and evaluates progress of departments towards the goals and objectives of the administration.
- ◆ Facilitates problem solving at all levels in the organization: works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.

- ◆ Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the City; serves as a liaison between the Mayor and City Council and staff.
- ◆ Responsible for the preparation of the annual budget; prepares departmental budget for the Administrative Office; reviews departmental budget requests from all City functions for inclusion in the administrative recommendation to the City Council; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
- ◆ Coordinates special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
- ◆ Oversees professional contractors and/or consultants providing services for City projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Assists the Mayor and City Council with strategic and long-range planning for the City: participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- ◆ Represents the Mayor, City Council, and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the municipalities, school board, chamber of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions; and keeps the City Council apprised of activities.