

CITY MANAGER (EM)

DEFINITION

Coordinates and implements public policies as approved by the City Council. Manages the administrative functions of the City. Enforces all applicable federal and state laws, as well as local ordinances, contracts and agreements.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists members of the City Council in formulating policies. Responds to City Council issues and concerns, either directly or by working with various City staff members to recommend alternatives and potential solutions. Holds regular meetings with the Executive Directors to provide information and general administrative direction. Meets with community members, either in person or over the telephone, to discuss and resolve community issues and concerns. Attends meetings of outside agencies and selected professional organizations to gather and disseminate information. Performs other related functions as required.

MINIMUM BASIC QUALIFICATIONS

Education: A master's degree in public or business administration from an accredited college or university.

Experience: Eight to ten years experience as a City Manager or Assistant City Manager in a full-services urban city, preferably with a population in excess of 100,000.

DESIRABLE ABILITIES

Ability to: Motivate others; communicate excellently verbally and in writing; effectively identify and solve problems and make decisions; effectively delegate responsibility; communicate effectively with policymakers, employees at all levels, and community groups; effectively identify trends in municipal management and direct a meaningful long-range strategy for City operations.

ORGANIZATIONAL RELATIONSHIPS

