

CITY OF MT. SHASTA

CLASS TITLE: CITY MANAGER

BASIC FUNCTION:

Under the direction of the City Council, plan, organize control and direct City-wide operations, activities, departments, programs and services including Finance, Public Works, Fire, Police, planning functions and human resources; coordinate and direct communications, public relations, personnel, resources, staff development, budgets and information to meet the needs of the community and assure smooth and efficient City activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize control and direct City-wide operations, activities, departments, programs and services including Finance, Public Works, Fire, Police, planning functions and human resources.

Coordinate and personally direct communications, public relations, personnel, resources, staff development, budgets and information to meet the needs of the community and assure smooth and efficient City activities.

Provide leadership and direction in the development of short and long range plans.

Provide professional advice to the City Council and department heads; make presentations to councils, boards, commissions, civic groups and the general public.

Assure assigned areas of responsibility are performed within budget.

Issue written and oral instructions; assign duties and examine work for quality, accuracy and conformance to policies and procedures; appoint and remove all department heads, officers and employees of the city, except the City Attorney, City Clerk, City Treasurer and members of the City Council.

Prepare and submit a preliminary annual City budget; administer the adopted budget of the City; advise the City Council of financial conditions and current and future City needs.

Direct the development and implementation of employee training activities and other staff development functions.

Monitor and analyze City operations, activities, departments, programs and services for financial effectiveness and operational efficiency.

Plan, organize and direct the recruitment, interviewing, selection and placement of City personnel.

October 24, 2005

Ewing Consulting Services

Seek and apply for, either directly or through other City staff members, such grants or other funding sources for which the City may be eligible to help it better meet its needs.

Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to City departments, programs, projects, budgets, services, financial activity, personnel and assigned duties; prepare City Council Staff Reports as needed.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to the operations and activities of the City; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; attend and participate in City Council, Planning Commission, Chamber of Commerce and a variety of other community meetings, groups and committees as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of City-wide operations, activities, departments, programs and services including Finance, Public Works, Fire, Police, planning functions and human resources.

Principles, practices, procedures and techniques involved in the development and implementation of City programs, services, plans, projects, systems, strategies, goals and objectives.

Local, State and federal standards and requirements governing City operations and activities.

Accounting, budget and business functions of a city government.

Principles, techniques, procedures and terminology involved in the recruitment, interviewing, selection and placement of City personnel.

General methods, practices, procedures, materials, tools and equipment used in the planning, construction, maintenance and repair of City properties.

Generally accepted accounting, auditing and purchasing principles, practices and procedures.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.

City organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Advanced theory and application of budgetary planning and control in a city government.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

Grantsmanship principles, practices and techniques.

ABILITY TO:

Plan, organize control and direct City-wide operations, activities, departments, programs and services including Finance, Public Works, Fire, Police, planning functions and human resources. Coordinate and direct communications, public relations, personnel, resources, staff development, budgets and information to meet community needs and assure smooth and efficient activities. Supervise and evaluate the performance of assigned personnel. Direct the development and implementation of City programs, services, plans, projects, systems, strategies, goals and objectives. Provide technical direction in the development and preparation of City-wide budgets. Assure adequate resources and personnel to meet City needs. Apply for grants or other outside funding. Plan, organize and direct the recruitment, interviewing, selection and placement of City personnel. Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of City operations and activities. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative, financial and statistical reports. Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and eight years increasingly responsible municipal experience including three years in an administrative capacity and work with financial and budgetary planning and management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.