



<b>DATE</b>	MARCH 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT ADMINISTRATIVE
<b>EEO</b>	

JOB TITLE: City Manager  
 DEPARTMENT/DIVISION: Administrative Services  
 REPORTS TO: City Council

**SUMMARY:** Responsible for performing duties related to the administration of all services, affairs, and programs of the city. Provides administrative direction and guidance to all departments, develops and administers the annual City budget, and implements policies and programs set forth by the City Council.

**ESSENTIAL JOB FUNCTIONS:**

- Provides direction and guidance to the City as a whole, which may include budget administration, policy direction, strategic planning, communication with the council and citizenry, human relations, and/or other related areas.
- Assists the City Council in responding to inquiries and/or requests from citizens.
- Serves as liaison between City Council and internal operations within the City.
- Meets goals set forth by City Council, which may include financially sustaining the community, enhancing quality and vitality of the community, maintaining services that enhance the quality of life, enhancing infrastructure and transportation systems, encouraging quality development and strategic redevelopment, and maintaining transparency throughout the organization.
- Appoints department heads and oversees all city employees.
- Advises councilmembers regarding various issues and council decisions.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business management principles.
- Knowledge of the Managed Competition approach in sustaining a competitive organization.
- Skilled in fostering a culture of accountability by communicating expectations with clarity to department directors and other staff members.
- Skilled in administration and management at the senior executive level.
- Ability to communicate effectively.
- Ability to execute the directions and visions of City Council.
- Ability to maintain and establish new connections with local business partners.
- Ability to uphold the integrity, honesty, and transparency of the City while creating an environment of respect among staff and elected officials.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business Administration, Government, Public Administration, or other relevant field.
- 10 years of progressively responsible management and administrative experience, including 5 years of experience at the senior executive management level.

**PREFERRED QUALIFICATIONS:**

- Graduate Degree in Business Administration, Government, Public Administration, or other relevant field is preferred.

**MINIMUM QUALIFICATIONS:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.