



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: City Manager
DEPARTMENT: City Manager's Office
REPORTS TO: City Council
EMPLOYMENT STATUS: Regular Full-time, Exempt

Summary

Under the general direction and authority of the City Council, serve as the Chief Executive Officer of the City. Plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances and programs including long range and short term planning. Exercise direct supervision over program and Department/Program Managers and the Administrative Assistant to the City Manager. Serve as City representative to various municipal and civic organizations. The City Manager is classified as a Fair Labor Standards Act (FLSA) exempt position.

Essential Job Functions

- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Proof read documents.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees, and members of the public.
- Analyze situations.
- Train, supervise and evaluate personnel.

Scope of Responsibility

Individual assigned to this classification is accountable for applying extensive knowledge of a wide variety of City government functions. Develops, implements and manages policies, procedures and programs. Responsible for the effective development and administration of the Human Resources Programs. Appoints and supervises all City Program/Department Managers, the Assistant City Manager and the Administrative Assistant to the City Manager. The City Manager reports to the City Council.

Typical Duties

- Review all items that come before the City Council, and make recommendations on pertinent items to assure coordination of all functions of City government and determine procedures to comply with applicable laws.
- Develop and/or oversee development and implementation of citywide policies, regulations and procedures as necessary.
- Analyze impact of actions on budget, staffing levels and legalities.
- Provide direction to supervisory employees regarding personnel actions.
- Formulate and implement approved short and long-range plans pertaining to parks and recreation, physical improvements, utilities, maintenance and all other City functions and services.
- As appropriate and when required, represent the City on committees and at hearings.
- Attend City Council meetings, Planning Commission, Board of Adjustment and other meetings as required or as necessary.
- Perform or direct performance of investigations, studies, and surveys needed by the Council.
- Assure the prompt investigation of citizen questions and/or complaints regarding the functions of the departments or any function of the City as appropriate.
- Maintain positive working relationships with elected and appointed officials, employees and the general public.
- Provide contract negotiation and management of all City contracts for service and/or materials.
- Insure that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Meet with representatives of various other governmental agencies.
- Represent the City on State, regional or local policy development or advisory committees for the benefit of the City.
- Meet with private citizens, civic groups, and business organizations to provide information on city policies, programs and activities.
- Endorse City checks and warrants for the payment of money from the City treasury.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the City Manager Job Description.

- Requires Bachelor degree from an accredited University in Public Administration, Business Administration, or related field.
- Requires three (3) years of progressively responsible experience in government administration, planning, budgeting, fiscal management or related fields including considerable supervisory experience.

Additional Requirements

- Requires broad knowledge of Federal, State and local laws regarding the operation of City government and of State and local budgeting and fiscal management procedures.
- Requires strong verbal and written communication and public relations skills.
- Requires analytical ability to assimilate and evaluate a wide variety of quantitative and qualitative information obtained from reports, studies, survey, and direct observation.
- Requires strong skills in human resource management.
- Considerable knowledge of environmental issues as applied to land use matters and City government issues.
- Requires ability to effectively delegate responsibility to subordinates.
- Requires ability to analyze complex organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
- Requires ability to create innovative management programs and systems in response to organizational problems.
- Requires ability to develop and prepare effective and comprehensive correspondence and reports.
- Requires ability to speak effectively in front of various groups.

Special Requirements

- Must be bondable.
- Must possess, or have the ability to obtain, a valid State of Washington Driver’s License and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____

Date: _____

Position Authorized:

Approved:

Job Description Approved by City Council: 9/13/94; amended: _____