

## POSITION DESCRIPTION

Class Title: City Manager  
Department: City Manager's Office  
FLSA Exempt  
Date: January, 1994

### NATURE OF POSITION

Performs a variety of high level and complex professional, technical and supervisory duties in managing and directing the administration of city government.

### SUPERVISION RECEIVED

Works under the appointment and policy guidance and direction of the city council. Work is performed with broad authority and responsibility for independent judgment and action, and is reviewed through group meetings and written and oral reports reflecting results observed, reported and achieved.

### SUPERVISION EXERCISED

Exercises appointing and supervisory responsibilities over all city employees, either directly or through subordinate department heads and other supervisors. The city manager is the highest authority on all matters of city administrative policy, operations, and personnel actions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises all departments and offices of the city in order to achieve goals within available resources. Plans, coordinates and assigns staff duties and responsibilities in enforcing laws and ordinances, pursuing goals, implementing city plans, and carrying out policies. Reviews progress and directs changes as needed.

Selects, develops, motivates, evaluates, and removes when necessary, top management staff. Promotes and maintains effective working relationships, morale, and discipline among staff. Responds to complaints and resolves grievances.

Provides leadership, direction and advice in the development of short and long range plans and objectives.

Prepares and submits a recommended annual budget for the city to the city council and oversees the administration of the adopted budget to ensure appropriate, effective and efficient use of funds.

Submits periodic reports regarding the budget and current financial condition of the city and future needs, including capital needs.

Attends meetings of the city council as required.

Gathers, interprets, and prepares information for studies and reports. Presents reports to the council regarding city plans, goals, services, projects, programs, and policies. Analyzes issues, identifies options, and provides professional advice and recommendations.

Makes presentations to city committees, boards, and commissions, special community interest groups, and the general public. Disseminates public information and responds to inquiries of citizens and the new media.

Resolves or attempts to resolve citizen requests, complaints and problems regarding city services, projects, and programs.

Establishes standard operating rules, regulations, policies and procedures as necessary for the effective and efficient operation of city government. Issues oral and written instructions. Assigns duties and reviews staff work for completion, quality, and conformance with policies and procedures.

Represents the city as directed in intergovernmental activities, including working relationships with the county, other municipalities, special districts, and state and federal agencies.

### OTHER JOB FUNCTIONS

Attends or assigns a representative(s) to attend meetings of various local committees and task forces.

Stays current with trends and developments in the field of city management. Attends conferences and other meetings and reviews professional literature as necessary.

Represents the city council and management in the conduct of collective bargaining and other labor relations with city employees.

### DESIRED MINIMUM QUALIFICATIONS

Education and experience:

(a) Completion of a bachelor's degree in public administration, business administration, political science or a related field; and

(b) Eight years of experience in municipal management, including at least four years as an assistant city manager, a department head, or equivalent with supervisory responsibilities; and

(c) Evidence of ongoing professional training and contacts (classes, seminars, conferences, professional association memberships, etc.); or

- (d) An equivalent combination of education and experience.

Knowledge, skills and abilities:

- (a) Thorough knowledge of the principles and practices of public administration, municipal management, local government services, budgeting, organizational planning and development, and personnel supervision and development.

- (b) Ability to establish and maintain good and effective working relationships with other public officials, subordinates, citizens, community groups, and other governmental agencies.

- (c) Ability to train and supervise subordinate personnel. Ability to plan, direct, and coordinate their work.

- (d) Ability to exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations.

- (e) Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.

- (f) Ability to communicate clearly and concisely, orally and in writing, including complex information and technical data.

- (g) Ability to give and receive direction, instructions and orders.

- (h) Ability to deal constructively with conflict and competing needs and desires and develop consensus.

- (i) Skilled at effective team or participatory management.

- (j) Ability to work well independently without day-to-day direction.

- (k) Ability to organize numerous and diverse work activities and manage time effectively.

- (l) Ability to speak and act tactfully in public settings.

- (m) Ability to work effectively under stress and to adapt and provide leadership in times of opportunity and changing needs and desires.

- (n) Skilled in the operation of listed tools and equipment.

- (o) Ability to meet physical demands of job and perform the essential job functions.

- (p) Ability to effectively, efficiently and consistently perform the responsibilities of the position.

## SPECIAL REQUIREMENTS

No felony convictions or disqualifying criminal history. Must be bondable. Possession of a valid Washington State driver's license or ability to obtain one by start of employment and with no record of suspension or revocation in any state.

## TOOLS AND EQUIPMENT USED

Personal computer including word processing software, telephone, copy and fax machines, motor vehicle and other communications and/or typical office equipment.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office settings, but also includes some field visits to meet with other employees and inspect city facilities, projects and services. Hand-eye coordination is necessary in order to operate the equipment listed above.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is often required to stand, walk, use hands to operate and control tools and equipment, and reach. The employee may occasionally need to lift and/or move light objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office settings, but occasionally in vehicles and outdoor settings. The environment is usually quiet. The noise level outside of the office may be moderate.

## SELECTION GUIDELINES

A formal application, review of education and experience, oral interviews and assessments, and background and reference checks will be required. Employment is also subject to evidence of satisfactory physical and psychological conditions.

The duties and responsibilities listed above are intended to be illustrative only of the types of work performed. The omission of other specific duties does not exclude them from requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the city and the employee and is subject to change by the city as its needs and the requirements of the job change.