

CITY OF BATTLE GROUND

Job Description

Title: City Manager

Position Status: Contracted/Non-Represented

Classification: Exempt

Reports to: City Council

Position Summary:

The City Manager is appointed by the City Council and serves under contract.

Under the direction and authority of the City Council, the City Manager serves as the City's Chief Executive Officer in accordance with RCW 35A.13.080 and BGMC 2.82 and is responsible to plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances, and programs.

Essential Duties and Responsibilities:

- Plans, organizes, and directs the overall City government; provides overall priorities and objectives for City departments; monitors activities of the organization and assures that City Council directives are properly implemented and monitored.
- Provides direct support to the members of the City Council; assists with a variety of activities, provides leadership and information; recommends actions; assists in drafting policies and developing City plans, regulations, and ordinances. Provides regular and timely reports to the Council via email and other forms of communication or as requested.
- Attend meetings and workshops of the City Council; respond to questions or concerns.
- Assists City Council with short-term and long-range strategic planning and development of policies and goals related to the present and future direction of the City.
- Assists and supports the City Council in building economic sustainability by working with city staff, commissions, residents, community businesses and consultants.
- Assists and supports the City Council (and City Commissions and Committee's) on legislative decisions by providing policy alternatives and analysis of certain, likely and/or predictable outcomes.
- Advises Council of the City's financial status, conditions, and needs, establishes guidelines for the preparation of the budget, approves budget priorities, prepares, and submits a proposed budget and administers the adopted budget.
- Prepares reports and recommendations for the City Council regarding City needs and capabilities, program effectiveness, and the effect of new or proposed legislation.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on City policies and practices; prepares, coordinates, and implements responses and recommendations to the City Council and Department Directors. Ensures proper execution of all laws and ordinances.
- Serves as liaison with federal, state, county agencies, other cities, governmental and community organizations; communicates the Cities viewpoint on pending administrative or legislative actions.
- Remains current and informed on national, regional, local programs, activities, and best practices.
- Sets direction, goals, objectives, and priorities for the City's leadership team.

- Directly supervises all Department Directors and Court Administrator. Hires, develops, and evaluates performance; confer with department heads on goals, priorities, customer services, organization, staffing, special needs, and problems; indirectly supervises all other staff; enforces all personnel actions; assigns and prioritizes work and reviews performance.
- Establish, within City policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.
- Timely and regular attendance.
- Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives records retention guidelines.
- Follow/adhere to all city policies and procedures, and safety program regulations and requirements.
- Performs other duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, utilities, courts, public safety, and community development.
- Strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, contract negotiation, and land use/transportation issues.
- Effective management and organizations principles, practices, and methods.
- Principles of supervision, training, and performance evaluation.
- Applicable federal, state, and local laws.
- Knowledge of labor relations and collective bargaining.
- Personal computer and software programs (Microsoft Office-Word, Outlook, Excel, PowerPoint)

Ability to:

- Develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.
- Read, understand, and follow the guidance of the City's comprehensive plan.
- Establish and maintain effective working relationships with elected officials, City employees, government agencies, the press, community organizations and the community at large.
- Make analytical and reasoned judgements on issues of public sensibility.
- Prepare and/or direct preparation of comprehensive reports, budgets, recommendations, departmental material, and correspondence.
- Provide effective leadership, organize, plan, oversee, motivate, and evaluate department directors and key staff in order to help achieve their individual and departmental goals and foster leadership development throughout the organization.
- Effectively present information in a public forum.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Effectively communicate orally and in writing and when speaking/interacting with the public.
- Must be able to effectively use a personal computer and associated applications/software programs including the ability to create, maintain, and manipulate databases.

- Multi-task, be proactive, prioritize and self-manage timelines and work groups in an open environment with frequent interruptions.
- Report to work during off hours in case of emergency and perform duties as assigned.
- Perform the essential functions of the job, with or without reasonable accommodation.
- Establish and maintain effective working relationships among co-workers and other City personnel, contractors, and the general public.

Physical Demands and Work Environment

Work is primarily performed indoors in an office environment. Onsite work is an essential part of the position. Attendance at evening and occasional weekend meetings is required. Position may be required to travel outside City boundaries to attend meetings, including travel to other locations or out-of-town meetings and conferences. Walking, sitting, and standing are required. Ability to lift up to 40lbs. Visual acuity is needed to review documents and materials. Work requires the ability to listen and speak, in person and on the telephone, to groups and individuals.

Education and Experience:

Note: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job will be considered.

- Bachelor's degree in public administration, planning, business administration or a closely related field is required.
- Master's degree in public administration, planning, business administration or a closely related field is preferred.
- At least five (5) years of progressively responsible senior management experience, preferably in the public sector at the local (municipal) level of government.

Licenses, Certificates and Other Requirements:

- Possession of a valid driver's license.
- Must be insurable by the City's insurance carrier.
- City residency after appointment (unless waived by the City Council).
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.