

CITY MANAGER JOB DESCRIPTION

OVERALL JOB PURPOSE

Oversees, manages and administers all the operations of the City. Serves as the executive and head of the city government.

ESSENTIAL JOB, DUTIES & RESPONSIBILITIES

1. Administers and supervises the implementation of policies and ordinances adopted by the City Council.
2. Organizes and supervises the various departments of the City. Confers with department heads and others on various operating and administrative issues and problems. Reviews departmental goals, plans, budgets and programs to ensure a high quality of service is provided to the citizens of King City.
3. Ensures the City Council is advised of the affairs and needs of the City by providing information, reports, and recommendations on all City services and operations. Attends city council meetings.
4. Supervises City staff including hiring, terminating, evaluating, disciplining and training employees. May delegate the daily supervision of some employees to department heads.
5. Manages all City contracts to ensure that all terms of franchises, leases, permits and other legal documents are fulfilled.
6. Serves as the Budget Officer for the City, assisting and providing supervision in the preparation of the annual budget by reviewing departmental needs and submitting the budget to the Budget Committee for approval.
7. Serves as the Financial Officer of the City supervising the receipt and disbursement of all monies and investments of the City ensuring the efficient expenditure of City funds. Directs the daily budgetary administration. Prepares and submits to the City Council financial and activity reports as mandated and required.
8. Represents the City at various meetings including meetings with other governmental agencies. Negotiates contracts and agreements with governmental agencies, vendors, contractors, consultants and other parties as required.
9. Supervises the operation of all City owned utilities, property and equipment.
10. Responds to inquiries and/or meets with citizens and other interested parties on any matters relating to the provision of services to the residents of King City. Attempts to resolve any problems or concerns individuals may have and keeps the Council informed of these matters as required.
11. Prepares correspondence, reports and other documents required of the City or supervises preparation of these materials.
12. Performs other duties as assigned by the City Council.

ESSENTIAL JOB QUALIFICATIONS

1. Requires a bachelor's degree in public or business administration or related field.
2. Requires a minimum of five years of progressively responsible management experience in local government with demonstrated governmental accounting and financial skills.
3. Extensive knowledge of modern principles, practices and techniques of local government administration, organization and operation and their applicability.
4. Demonstrated ability to plan, organize, direct, coordinate and evaluate activities and employees in local government.
5. Extensive knowledge of Oregon Budgetary Law and other laws, policies and procedures that govern local governments.
6. Demonstrated ability to write policies, reports, contracts, agreements and other documents or correspondence.
7. Demonstrated ability to communicate and work well with a variety of individuals including other government agencies, employees and the general public. Prior experience working with senior population preferred.
8. Demonstrated ability to exercise good judgment in a variety of situations.
9. Demonstrated ability to manage multiple priorities and needs with limited direction.

SUPERVISION RECEIVED

Position reports to the City Council.