



Tips for completing this form:

- **Open this form in the desktop app and not the browser.**
- All fields with * are required.
- Hover over the cell headings for “screen tips” to provide clarifying information (not all cells have tips).
- Click into the first field (content control) in each section and use the “tab” key to go through fields in that section.
- In sections with inset tables, you can use the tab key to add additional rows.
- You can find job code and job title information by clicking [here](#).
- Do not use acronyms, spell out titles, teams, programs, projects, etc.
- Completed PDFs must be uploaded to a requisition or if you are only updating the PDF, please send to classcomp@cityoftacoma.org.

Section A: General Job & Position Information

*1. Date form submitted 10/10/2025	*2. Action Type Update to PDF	*3. Requisition Number Enter information here.
*4. Position Number 50002200	*5. Is the Position Filled or Vacant? Vacant (interim CM is in 50153754)	
*6. Current Job Code M0010	*7. Current Classification Title City Manager	
*8. Proposed Job Code Enter information here.	*9. Proposed Classification Title Enter information here.	
*10. Department/Division City Manager's Office	11. Working Title City Manager	
*12. Current Employee's Number n/a	*13. Current Employee's Name Enter information here.	
*14. Supervisor's Position Number Enter information here.	*15. Supervisor's Title Mayor and City Council	*16. Supervisor's Name Mayor and City Council

Section B: Position Objective

*17. Summarize, **in a few sentences**, the focus of this position. Consider what the position is required to accomplish, the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization

The City Manager (CM) is the Chief Executive Officer of the City of Tacoma, the third largest City in Washington State. The CM is responsible for directing the operations of departments within General Government including administrative departments that supply services to TPU (Finance, Purchasing, IT, Legal and Human Resources). The CM assists with development and ensures compliance with policies established by the City Council within limits of the City Charter and State and federal laws. The CM oversees citywide staff of more than 4,000 and a biennial citywide budget of approximately \$4.7 billion. This position is appointed by and reports to the Mayor and eight City Council Members, and is the sole employee of the Tacoma City Council.

Section C: Key & Other Work Activities

*18. List in rank order of importance the key work activities of the position. Include the approximate percentage of time spent performing each activity. **Consider the steps it takes to perform an essential duty; answer the questions: “what is done?”, “how is it done?” and “why is it done?”.** Work activities that are performed less than 5% of the time do not need to be included. **Do not copy language directly from the class spec, instead provide specific actions, procedures, materials, tools, etc. and the overall purpose of what the activity achieves.**

Rank	Description of Key Activity	% of Time
1	Directs and oversees the planning, design and development of policies and projects/programs for the organization. Executes the policy and strategic direction set by the City Council by leading and managing the City of Tacoma's staff, departments, and operations. Focuses on delivering efficient, equitable, and effective services, programs, and projects that meet the needs of the community. Partners with the Utility Director to strengthen collaboration between general government and TPU. Provides leadership to align operations and strategies across the organization (general government and TPU) by guiding citywide administrative functions including Finance, IT, Purchasing, Legal and Human Resources.	30
2	Develops and presents the City's biennial budget for City Council consideration and ensures the effective stewardship of City funds. Conducts comprehensive reviews and analyses of budget plans and reappropriation recommendations. Determines the most efficient and strategic use of financial resources to support the delivery of core services, programs, and special projects. Identifies and advances funding requests requiring Council policy direction or budget action and recommends budget adjustments or expenditure reductions as necessary.	20
3	Engages regularly with the Mayor and City Council to support effective communication, policy development, and constituent service. Attends Council meetings and individual meetings with the Mayor and Council Members. Develops agendas and provides recommendations that align with Council's policy direction and priorities. Collaborates with Council to determine appropriate resolutions to issues and concerns raised by constituents and ensures that such matters are appropriately addressed or assigned to staff for timely follow-up.	20
4	Reviews and discusses citywide personnel issues, ethics and conduct complaints, personnel policies, and professional development. Discusses labor relations and negotiations. Reviews qualifications for hiring decisions and when to terminate an employee.	10
5	Manages and directs subordinates; schedules work deliverables and ensures quality control; conducts performance evaluations, coordinates training; and leads the implementation of hiring and discipline/termination procedures.	10
6	Meets with constituents, business owners/developers and community/civic groups and attends events to promote community partnership. Determines engagement strategy and content for assigning staff to follow-up as needed or determines what services and programs could be developed or expanded to meet needs. Determines best ways to improve and increase civic engagement and transparency.	10
Select rank.	Enter information here.	Enter number.
Select rank.	Enter information here.	Enter number.
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*To add additional rows right click on the bottom row and select "insert row above". You will have to copy and paste the fields to add the content controls to the new row(s).

Section D: Scope of Work
*19. Explain the position's policy impact (policy development and implementation policy). Responsible for carrying out the policy and strategic direction of the City Council through leadership and management of City of Tacoma's staff, line and operating departments and functions (including some that provide services to TPU).
*20. Explain the major decision-making responsibilities and whom these decisions are presented to. Makes interpretive decisions on behalf of the organization regarding the means for executing the goals established by the City Council, subject to constraints imposed by available technology and resources.
*21. Explain the budgetary responsibility and/or influence/impact this position has. Manages and directs the department financial activities including budget development and procurement; monitors and administers budgets, revenues and expenditures from multiple sources and for multiple activities.

Section E: Minimum Qualifications (Education, Experiences, Licenses, Certifications, etc.)

*22. List the required minimum education and examples of degree types if applicable.

A bachelor's degree in public or business administration, or a directly related field.

*23. List the required minimum years and type of experience necessary.

Twelve (12) years of increasingly responsible experience directly related to the planning, coordination, and/or management of a public-sector organization. Relevant education and experience may substitute for one another on a year-for-year basis.

*24. List the special requirements, licenses, certificates or other necessary conditions.

None

25. List any desirable qualifications here:

Planning, coordination and financing a large public sector organization (preferably a municipality; management theory and practice; municipal operations; community and public relations; budget preparation and management; oral and written communications skills; interpersonal skills; principles and practices of administration; supervision and training; applicable laws, codes, regulations; administering city operations; presenting ideas and concepts persuasively in speaking before groups; analyzing situations accurately and adopting an effective course of action; strategic planning for both short and long term vision; ensures accountability and drives results; manages complexity; exhibits leadership courage; builds effective teams; drives vision and purpose.

Section F: Work as a Lead or a Supervisor

*26. **Lead Work** - Does the position have delegated responsibility for training, assigning, organizing, scheduling work and/or reviewing work assignments of others?

☒ Yes ☐ No

*27. **Supervisor Work** - Does the position have direct reports and the authority to recommend hiring of staff, establishing job performance standards, providing coaching and counseling, evaluating employee performance, taking corrective action and recommending disciplinary action?

☒ Yes ☐ No

*28. If yes is selected above, how many full-time equivalent (FTE) employees is this position responsible for?

10-12 City Directors

1 Policy Analyst Sr

1 Executive Assistant

*29. In the table below, list the position numbers, job codes and job titles for each position that this role either leads or supervises.

Position Number	Job Code	Classification Title	Leads?	Supervises?
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*To add additional rows right click on the bottom row and select "insert row above". You will have to copy and paste the fields to add the content controls to the new row(s).

Section G: Attestation & Signature		
By signing this I am verifying that the job duties as defined in this document are an accurate reflection of the work to be performed. The person performing the work assigned to this position meets the qualifications of the classification prior to assignment.		
30. Date Signed Select Date	31. Division or Section Manager Name Enter information here.	32. Division or Section Manager E-Signature