

CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize and direct the administrative and operational activities of the City; to coordinate activities among City departments and with outside agencies and organizations; and to provide highly complex and staff assistance to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct and indirect supervision over management, professional and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Direct and participate in the development and implementation of goals, objectives, policies, and procedures related to the overall administrative activities and operations of the City.

Direct and participate in the preparation and administration of the City budget.

Oversee long term plans for capital improvements with plans for their financing.

Provide general oversight of City's personnel system; hear grievances and disciplinary appeals.

Confer with department heads concerning administrative and operational problems; make appropriate decisions or recommendations.

Prepare and submit to the City Council reports of finances and administrative activities, keep City council advised of financial conditions, program progress, and present and future needs of the City.

Oversee the enforcement of all City ordinances.

Direct the preparation of plans and specifications for work which the City Council orders.

Interpret, analyze, and explain policies, procedures, and programs.

Essential Functions (continued)

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Respond to the most difficult complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Coordinate City activities with other governmental agencies and outside organizations.

Select, supervise, train, and evaluate staff.

Act as City Emergency Disaster Director.

Act as Executive Director of Redevelopment Agency and Executive Secretary of the El Cerrito Municipal Services Corporation.

Perform all duties as may be prescribed by City Council action.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern municipal administrative methods and procedures, organizations, and functions.

Principles of public and business administration including public finance and personnel administration.

Current social, political, and economic trends and operating problems of municipal government.

Applicable federal and state laws, rules, and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

Provide effective leadership and coordinate the activities of a large, full service municipal organization.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and quickly and adopt an effective course of action.

Serve effectively as the administrative agent of the City Council.

Select, supervise, train, and evaluate staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare and administer a budget.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of progressively responsible experience in an administrative or managerial capacity in a large municipal organization, involving the responsibility for the planning, organization, implementation, and supervision of varied work programs.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in public or business administration or a closely related field.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain valid California driver's license.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Never
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Never
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		

PHYSICAL DEMANDS: (continued)

Coordination	-	Eye-hand: Eye-hand-foot: Driving:	Frequently Never Occasionally
Talking	-	Face-to-face: Verbal contact: Public:	Frequently Frequently Occasionally
Vision	-	Acuity far: Acuity, near: Depth perception: Field of vision: Accommodation: Color vision:	Required Required Required Required Required Required
Hearing	-	Conversation: Telephone: Earplugs:	Constantly Constantly Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Works around others, Works alone, Works with others.