

# **CITY OF PORTOLA, CA**

## **CITY MANAGER**

### **Job Description**

#### **DEFINITION:**

The City Manager shall be the administrative head of the City government under the direction and control of the City Council, except as otherwise provided by ordinance, to perform the functions and duties specified in the Portola Municipal Code and other duties and functions as the Council shall from time to time assign. The City Manager shall be responsible to the City Council for the efficient administration of all the affairs of the City, which are under his or her control.

#### **REPORTS TO:**

The City of Portola City Council

#### **EXAMPLES OF DUTIES:**

- To see that all laws and ordinances are duly enforced.
- To employ, discipline, or remove all heads of departments and all subordinate officers and employees of the City; to transfer employees from one department to another; and to consolidate or combine offices, positions, departments, or units under the City Manager's jurisdiction. Nothing contained in this section shall apply, however, to the City Attorney, City Clerk, or City Treasurer; or Planning Commission.
- To establish and maintain effective working relationships with employees, governmental officials, community and business representatives, and the general public.
- To exercise control over all departments of the City government and over all appointive officers and employees thereof, except as provided in the Portola Municipal Code.
- To attend all meetings of the City Council and its committees unless excused therefrom by the City Council or the committee.
- To recommend to the City Council for adoption such measures and ordinances deemed necessary or expedient.
- To keep the City Council at all times advised as to the financial conditions and needs of the City, and at least quarterly shall submit a financial report.
- Prepare the budget annually and submit it to the City Council, and be responsible for its administration after adoption.
- Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- To prepare and recommend to the City Council a salary plan.

- To oversee the purchase of all supplies for all of the departments or divisions of the City.
- To make investigations into the affairs of the City or any department or division thereof, or any contract, or the proper performance of any obligation running to the City.
- To investigate all complaints in relation to all matters concerning the administration of the government of the City and in regard to the service maintained by public utilities in the City, and to see that all franchises, permits, and privileges granted by the City are faithfully observed.
- To exercise general supervision over all public buildings, public parks, streets, and other public property under the control and jurisdiction of the City Council.
- To prepare and submit to the City Council an organizational chart showing the organization plan for all departments of the City government.
- To issue on behalf of the City Council all licenses and permits not otherwise provided for by ordinance.
- To superintend the construction of all public work done by the City.
- To devote his or her entire time to the duties and interests of the City.
- To perform such other duties and exercise such other powers as may be delegated by ordinance or resolution of the City Council. The City Manager shall not participate in any City political activities or politics.