

CITY MANAGER

Definition: The City Manager reports to the City Council and serves as the chief administrative and operations officer of the municipal organization. The Manager is responsible for developing goals, objectives, procedures and policies to facilitate the City's day-to-day and long range activities.

Examples of Duties: Supervises all municipal employees, contract employees, volunteers and contractual services agreements on behalf of the City of Portola. Responsible for financial applications and budget administration and development, municipal bonding and debt service, cost accounting and trend analysis and data processing systems; coordinates and administers progressive planning and community development activities on local and area land use matters and acts as technical advisor to City Council. Administers and implements all human resource functions of the organization including hiring and training and professional development of municipal employees. Administers contracts for services including, law enforcement, animal control, city attorney, engineering and various grant programs and landfill management. Monitor and facilitates operations of City's water and wastewater utility systems. Manages franchise agreements for refuse collection and cable tv services. Resolves citizen complaints or problems which cannot be appropriately handled by support staff. Implement and administers the City Council goals and objectives for the long term economic growth of the City in addition to guarding the integrity of the quality of life of the area. Other duties as determined by the City Council.

Desirable Qualifications:

Knowledge of: Relevant federal and state laws, regulations and procedures concerning municipal management and development; principles, practices and methods of public administration including accounting, budgeting, contract administration, franchise administration, grants administration, personnel management, rural community development and planning and redevelopment agency operations. An extensive background in municipal fiscal management, including budget development and administration, bond issue administration and in the administration of contracted City services. Through knowledge of modern theories, principles and practices of City planning. Knowledge of emergency and disaster response operations and financial recovery mechanisms.

Ability to: Prepare clear and concise oral and written reports; establish and maintain cooperative working relations with elected and appointed governmental officials, community groups, contractors and city staff; apply effective management principles to implement the policies of the City; ; plan, direct and coordinate the work of the staff.

Education and Experience: A bachelor's degree in public administration, business administration, or related field and a minimum of five years of progressively responsible municipal management experience of a broad program of varied municipal activities. A

bachelor's degree from an accredited college/university is required and a graduate degree with emphasis in personnel administration, planning, business or public administration, is highly desired. Equivalent combinations of education, training and applicable professional work experience may be considered.

Essential Job Functions: Auditory capability and manual dexterity for operation of computer keyboard, dictation equipment, telephone and other office equipment. Vision capability for preparation and reading of various reports and related materials. Verbal communication capability for conferring and communicating with citizens, staff, council and other governmental agencies, etc. Ability to retrieve and return files from cabinets up to five feet in height and remove and replace materials up to 20 pounds in weight. Ability to make oral presentations and attend meetings of City Council and other boards and commissions requiring ability to sit for up to three hours at a time. Ability to walk on uneven surfaces, squatting, bending, stooping and climbing in order to perform field inspections of municipal facilities. Ability to safely operate vehicles. Work is performed indoors, outdoors and in all types of weather.

Special Requirements: Must possess a valid California Drivers license and provide evidence of automobile for business use insurance at the time of appointment. Must be able to meet bonding requirements.