



City of Belle Isle

Position Description

Position Title: City Manager
Supervisor: City Council

FLSA: Exempt
Revised: 3/2016

General Description: The position of the City Manager serves as the chief administrative officer of the City and is responsible for the day to day operations of the City and is appointed by, and serves under the City Council. The City Manager is responsible for the supervision and direction of all departments, agencies or offices of the City.

Essential Job Functions:

- Appoints and when necessary for the good of the City, suspends or removes all City employees and appointive administrative officers provided for, by or under the City Charter, except as otherwise provided by law, the charter or personnel rules adopted pursuant to the charter.
- Authorizes any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department or agency.
- Directs and supervises the administration of all departments, offices, and agencies of the City, except as otherwise provided by the charter or laws.
- Attends all City Council meetings and has the right to take part in discussion, but shall not vote.
- Assures that all laws, provisions of the charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to the manager's direction and supervision, are faithfully executed.
- Prepares and submitted the annual budget and capital program to the City Council.
- Submits to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- Makes other reports as the Council may require concerning the operations of the City departments, offices and agencies subject to the City Manager's direction and supervision.
- Keeps the Council fully advised as to the financial condition and future needs of the City and make recommendations to Council concerning the affairs of the City.
- Signs contracts on behalf of the City pursuant to the provisions of appropriate ordinances.
- Provides staff support for the mayor and commissioners.
- Establishes personnel policies governing appointment, retention and promotion of City employees, which policies shall include a grievance procedure.

- Serves as the purchasing agents for the City as established by the charter.
- Performs other job related functions as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Requirements:

Bachelor's Degree from an accredited College/University with a major in Business or Public Administration or related field, plus five years' experience in progressively responsible management position in local government.

ICMA-Credentialed Manager (current/active).

Possession of a valid Florida Driver's License.

Knowledge, Abilities, and Skills:

Thorough knowledge of the principles and practices of governmental administration, governmental budgeting and governmental regulations.

Knowledge of local governmental operations.

Knowledge of research techniques and source availability of required or requested information.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with employees, government officials, private organizations, and the general public, and effectively utilize resources.

Ability to make effective decisions.

Ability to maintain records, files, and reports in accordance with established methods and procedures.

Ability to read, interpret, and analyze instructions and/or data effectively.

Ability to work independently with minimal supervision.

Ability to formulate, submit and administer budgets.

Ability to function in a sophisticated computer environment.

Environmental Conditions:

Works in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)