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Attachment A

City Manager Job Description

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CITY OF BUCHANAN

Job Description

CITY MANAGER

Supervised By: City Commission
Supervises: All City Employees
FLSA Status: Exempt

General Summary:

Under the general supervision of the City Commission, performs a broad range of administrative and financial functions in support of the daily operations that serve the best interests of the entire community and government of the City of Buchanan ("City"). Oversees the functions of all City departments. Possesses well-developed organizational skills and a good knowledge of municipal practices and procedures related to the duties assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the City Manager may be expected to perform. To perform this job successfully, the City Manager must be able to perform each essential function satisfactorily.

1. **The City Manager shall serve effectively as the City's chief executive officer to the City Commission.** The City Manager shall:
 - a. Facilitate Commission action, including proposing draft ordinances and policies, and provide complete information and background necessary for the City Commission.
 - b. Proactively inform the Commission about risk management issues and the status of pending projects, litigation, and other threats, demands and claims.
 - c. Keep Commission members well informed on issues that might become matters of community concern and/or that should be addressed or monitored for possible action.
 - d. Provide study sessions or workshops to deal with matters of concern that should be addressed informally, including provision of appropriate staff and information.
 - e. Raise policy questions to the City Commission that may have either short-term or long-range ramifications for the City, while providing the necessary back-up information, recommendations, and alternatives.

- g. Provide monthly reports of all pending matters to the Commission.
 - h. Such additional duties and specific projects as the City Commission may from time to time assign or direct.
2. **The City Manager shall effectively and efficiently administer the City internally, including its departments, programs, personnel and other resources.** The City Manager shall:
- a. Use the City Charter, Ordinances and policy as the basis for operating the City.
 - b. Fairly administer the Charter, Ordinances and policies of the City and recommend amendments to ordinances or policies that have proven to be impracticable, outdated, or in need of change.
 - c. Administer City programs effectively and efficiently with progress and status reports to the City Commission.
 - d. On an annual basis, propose for City Commission adoption a work program for improvements in the City, incorporating the City's Master Plan, and the Commission's and Manager's goals and objectives. The City Manager is responsible for implementation of this program.
 - e. Act as the City's chief labor negotiator and participate cooperatively with the relevant Department Heads in labor negotiations and collective bargaining agreement implementation.
 - f. Supervise City employees effectively and fairly in accordance with the City Charter, Ordinances and policies, including when necessary the appointment and removal from office of department heads and other employees, subject to the authority provided in the City Manager Employment Agreement. Plan, direct, and coordinate, through staff, the work plan for City projects and programmatic areas of responsibility. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems. Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement and additional responsibilities. Make, or cause to be made, studies and surveys of the duties, responsibilities, and work of City personnel. Maintains city staff by recruiting, selecting, orienting and training employees.
 - g. Maximize talents and skills of all City employees by continuing to implement outcome-oriented policies.
 - h. Administer financial resources effectively with particular emphasis on fiscal responsibilities in expenditures, revenue and investing. The City Manager shall present a clear, balanced budget that meets the needs of the community and goals of the City Commission within resources available. The City

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Manager shall keep the Commission clearly advised on a quarterly basis regarding financial conditions and needs of the City. The City Manager shall make expenditures according to the adopted budget and within delegated limits.

- i. Maintain the Master Plan and keep related Ordinances up to date.
3. **The City Manager shall effectively maintain City relationships with the community, other levels of government and other appropriate entities.** The City Manager shall:
- a. Present Commission policy within the framework of directives or adopted policy when dealing with the public or media, even when the direction is contrary to the City Manager's personal opinion.
 - b. Represent the interests of the City at all levels State and local of government. The City Manager shall take a lead role in matters dealing with regional concerns.
 - c. Maintain contacts with Federal, State, County and other governmental units. The City Manager shall interact with these units in an effective and proactive manner.
 - d. Maintain effective relationships with the various segments of the community, including effective and timely responsiveness to the concerns and comments of the community. The City Manager shall be responsive to the community.
4. **The City Manager shall demonstrate personal characteristics that facilitate goal achievement.** The City Manager shall:
- a. Manage the City with complete integrity and decisiveness.
 - b. Observe professional ICMA code of ethics applicable to this position.
 - c. Manifest a personal sense of responsibility to the City.
 - d. Be personally available to run the City and see that authority is properly delegated so that the City will operate effectively on a continuous basis.
 - e. Use professional knowledge and skills to manage and continually improve the operation of the City. The City Manager shall be creative and open to new ideas and approaches.
5. **The City Manager shall manage, in accordance with, and abide by, the City Charter and ordinances of the City.**

Preferred Knowledge, Skills, Abilities and Oualifications:

The requirements listed below are representative of the knowledge, skills, abilities and qualifications preferred for performance of the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in public administration or related field. Master's degree preferred.
- Experience requirements include five or more years of city management experience in the public sector, along with three or more yeans of experience in labor relations. Five years or more experience preferred.
- Thorough knowledge of the principles and practices of municipal administration, and skill in providing administrative support for such activities.
- Considerable knowledge of government operations, public administration, budgeting practices, accounting practices, grant writing and administration, and public relations.
- Considerable knowledge of the procedures and practices involved in human resources management, including employee/labor relations, collective bargaining and personnel administration techniques and laws.
- Good knowledge of the procedures and practices involved in building/zoning, economic development and project management on a municipal level.
- Skill in developing, implementing and maintaining procedures to enhance efficiency in department operations and coordinate activities across departments.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are

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representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, mostly in an office environment, the employee is regularly required to talk or hear, frequently use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.