

City Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The ~~e~~City ~~m~~anager shall be the chief administrative officer of the ~~e~~City. The ~~manager~~Manager shall be responsible to the ~~e~~Commission for the administration of all ~~city~~City affairs placed in ~~his or her~~their charge by or under the ~~city~~City ~~C~~harter. Under the general direction of the ~~City~~City Commission, executive-~~l~~level administrative, technical, and professional work is performed. ~~The~~ ~~P~~osition has latitude in interpreting municipal policy and procedure. Responsibilities include ~~exercising supervision over all municipal employees either~~supervising all municipal employees directly or through subordinate supervisors, and providing administrative direction to the City ~~e~~D~~e~~partment ~~D~~irectors.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- See that all laws, provisions of this ~~e~~Charter, and acts of the ~~commission~~Commission subject to enforcement by the ~~manager~~Manager or by officers subject to the ~~manager~~Manager's direction and supervision, are faithfully executed. Plans and organizes workloads and staff assignments, trains, motivates, and evaluates assigned staff, reviews progress, and directs changes as needed.
- Exercise the administrative powers of the ~~city~~City through such departments, divisions, and agencies as the ~~commission~~Commission may, by ordinance or resolution, from time to time, establish. The head of each department, division, or agency, except as otherwise provided by law or by this ~~charter~~Charter, shall be responsible to the ~~Manager~~Manager for the operation thereof, and shall perform such duties and have such powers as may be prescribed. Two or more departments, ~~and~~ divisions, and agencies may be headed by the same individual. Provides professional advice to the City Commission and department heads; communicates official plans, policies, and procedures to councils, boards, and the public.
- Recommend all department heads and designated assistant department heads, subject to confirmation by the ~~city~~City ~~C~~ommission and to recommend removal at will, subject to confirmation by the ~~C~~ity ~~C~~ommission, except as otherwise herein provided, to employ and remove all other employees of the ~~city~~City, basing such recommendation and removals upon merit and fitness to perform the duties of the position. The terms "department heads" and "designated assistant department heads", ~~as used in this paragraph (C),~~ also applies to those persons who are not employees of the ~~city~~City but perform the functions or duties of a department head or designated assistant department head of the ~~city~~City. The term "confirmation", as used in this paragraph ~~(C),~~ requires examination and approval by a majority vote of the ~~city~~City ~~commission~~Commission. Issues written and

oral instructions; assigns duties and examines work for conformance with established policies and procedures.

- ~~Attend all meetings of the cityCity ~~commission~~Commission with the right to take part in the discussion but without having a vote and shall be responsible to see for ensuring that minutes are kept of the proceedings are kept.~~
- Prepares and submits a preliminary annual City's budget and administers the adopted budget.
 - Prepare and submit the annual budget and capital improvement program to the ~~commission~~Commission after inviting and considering individual ~~commission~~Commissioner input and public input. Ensures all laws and ordinances are faithfully performed.
- Submit to the ~~commission~~Commission and make available to the public within thirty (30) days after the close of each fiscal year, a complete report on the finances and administrative activities of the cityCity for the preceding fiscal year.
- Make ~~such~~ other reports as the ~~commission~~Commission may require concerning the operations of cityCity ~~department~~Departments, offices, and agencies subject to the ~~manager~~Manager's direction and supervision.
- Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget and advise the ~~commission~~Commission on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let, or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the ~~commission~~Commission.
- The cityCity ~~manager~~Manager shall issue ~~such~~ rules governing purchasing procedures within the administrative organization as the ~~commission~~Commission shall approve.
- Develop job descriptions, pay and benefit plans, personnel policies, and any other matters necessary to exercise control and direction over the cityCity's organization and operations, with such job descriptions, pay and benefit plans, and personnel policies being subject to approval by a majority vote of the cityCity ~~commission~~Commission.
- Perform ~~such~~ other duties as ~~are~~ specified in the cityCity ~~charter~~Charter or may be required by the ~~commission~~Commission.

QUALIFICATIONS

Education and Experience:

The cityCity ~~manager~~Manager shall have a combination of a Bachelor's degree in Public Administration, Business Administration, or other related fields from an accredited college or university and three (3) years' ~~of~~ public administration experience; ~~2~~ or ten (10) years' experience in public administration, with at least three (3) years' experience in a ~~City manager~~Manager or ~~Assistant City manager~~Manager position, which is credentialed by the International City Management Association. ~~Must have a valid State of Florida driver's license.~~

Knowledge, Skills, and Abilities:

- Knowledge of City laws, regulations, policies, and practices.
- Knowledge of budget development principles and methods.
- Working knowledge of municipal finance, human resources, public works, public safety, and community development in relation to municipal administration.
- Ability to prepare, administer, and implement municipal budgets and programs.

- Knowledge of methods used in developing surveys and preparing reports.
- Ability to analyze and resolve a broad range of administrative and citizens' issues, or direct such to appropriate entities.
- Ability to maintain positive public relations through tact and courtesy.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, or pulling objects and materials of light-weight (5-10 pounds). -Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. -Work is generally performed indoors in an office setting with occasional exposure to environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.