

SIGN William Kennedy  
DATE 10/1/18

**CITY MANAGER**

**GENERAL DESCRIPTION**

Highly responsible administrative, professional work involved in managing all functions of the City. The person in this position is appointed by the City Council as the chief administrative officer, who is responsible for directing and supervising the administration of all departments, offices and agencies of the City, except as otherwise provided by the City Charter or by state or federal law.

**REPORTING RELATIONSHIPS**

Reports to: City Council

Supervises: Department Heads

**ESSENTIAL POSITION FUNCTIONS**

1. Appoints, and when he/she deems it necessary for the good of the City, suspends or removes all City employees and appointed administrative officers. May authorize any administrative officer who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
2. Directs and supervises the administration of all departments, offices and agencies of the City.
3. Attends all Council meetings and shall have the right to take part in discussion but may not vote.
4. Enforces all laws, provisions of the Charter and acts of the Council subject to enforcement by him/her or by officers subject to his/her direction and supervision.
5. Prepares and submits annual budget, budget message and budget ordinance. Prepares and submits a five-year capital program, which enumerates the projected improvements and projects in an order of priority, the proposed source of financial support in relationship to each enumeration. Projected costs shall be expressed in terms of dollar amounts, millage when ad valorem tax is proposed, or percentage of the revenue source proposed as support.
6. Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City at the end of each quarter, as well as each fiscal year.
7. Supervises and is responsible for the disbursement of all monies and has control over all expenditures to insure that the budget appropriations are not exceeded. Expenditures of over fifteen thousand dollars (\$15,000) shall be approved by the City Council. The City Manager may authorize expenditures of up to fifteen thousand dollars (\$15,000) provided the same are budgeted expenditures, but the

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- City Council shall have the authority to set a lesser amount for the maximum authorized expenditure by the City Manager.
8. Makes such other reports as the Council may require concerning the operations of the City departments, offices and agencies subject to his/her direction and supervision.
  9. Keeps the Council fully and continuously advised as to the financial condition and future needs of the City and makes recommendations to the Council concerning the affairs of the City as he/she deems desirable.
  10. Signs contracts on behalf of the City pursuant to the provisions of appropriations ordinances with approval of the City Council.
  11. Performs such other duties as are specified in the Charter or may be required by the Council not inconsistent with the Charter.
  12. Develops and keeps current an administrative code for the purpose of implementing ordinances passed by the City Council.
  13. Sees that all terms and conditions of any public utility franchise are faithfully kept and performed and reports any violations of the terms and conditions of any utility franchise to the City Council and the City Attorney.
  14. Supervises the issuance of City licenses and collects all special assessments, license fees and other revenues of the City and receives all monies due the City from county, state and federal governments. Also, pursues and obtains these monies made available to the City from state and federal grants and similar sources.
  15. Maintains a general accounting system for the City government and each of its offices, departments, and agencies and exercises financial budgetary control over same.
  16. Obtains competitive bids as so prescribed in the Charter, City ordinance, or state law.
  17. In the event of war, riot, civil commotions or natural disasters the City Manager may authorize reasonable and necessary emergency expenditures and during such emergency the City Manager shall be temporarily recognized as head of the City government.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of finance, administrative and management concepts and practices.
- Considerable knowledge of modern business methods and procedures as applied to City government.
- Ability to delegate authority and responsibility.

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- Ability to create a positive image to the public relative to the City and its programs.
- Ability to establish and maintain effective working relationships with the City Council, department heads, employees, the general public, professionals and representatives from other governmental agencies.
- Ability to communicate effectively orally and in writing with the public and business and civic groups.
- Ability to present ideas and programs orally and in writing.

### **EDUCATION AND EXPERIENCE**

Requires Bachelor's Degree in Public Administration, Management, Engineering or a related field from an accredited college or university. Must have at least three (3) years of demonstrated management experience as a city or county government chief executive officer, an assistant city manager or deputy city manager or in a senior management position with a like size organization and significant work in the public sector. A Master's Degree may be substituted for one (1) year of the required experience.

### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

Must possess a valid Florida Drivers License.

### **ESSENTIAL PHYSICAL SKILLS**

- Good vision (with or without correction)
- Good hearing (with or without correction)
- Ability to operate a motor vehicle

### **ENVIRONMENT CONDITIONS**

- Works inside, some work out-of-doors visiting City staff on location.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, and oral interview. A thorough background investigation shall be conducted by the City Council, including former employment, references, credit check and criminal identification check prior to offer of employment. A written report shall be prepared and shall be permanently filed in the City records.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Approval: Cynthia Hunter Approval: Carole J. Lewis  
Personnel Mayor

Effective Date: November 20, 2012