

City of Green Cove Springs

JOB DESCRIPTION

City Manager

Department: City Manager

FLSA Status: Exempt

JOB SUMMARY

This position performs 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.

ESSENTIAL JOB FUNCTIONS

- 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.
- Directs and supervises the administration of all departments, offices, and agencies of the City.
- Attends all Council meetings and shall have the right to take part in discussion but may not vote.
- 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.
- 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.
- 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.
- Supervises and is responsible for the disbursement of all monies and has control over all expenditures to ensure that the budget appropriations are not exceeded. Expenditures of over twenty-five thousand dollars (\$25,000) shall be approved by the City Council. The City Manager may authorize expenditures of up to twenty-five thousand dollars (\$25,000) provided the same are budgeted expenditures, but the City Council shall have the authority to set a lesser amount for the maximum authorized expenditure by the City Manager.
- 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.

- 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.
- Signs contracts on behalf of the City pursuant to the provisions of appropriations ordinances with approval of the City Council.
- Performs such other duties as are specified in the Charter or may be required by the Council not inconsistent with the Charter.
- Develops and keeps current an administrative code for the purpose of implementing ordinances passed by the City Council.
- 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.
- 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.
- Maintains a general accounting system for the City government and each of its offices, departments, and agencies and exercises financial budgetary control over same.
- Obtains competitive bids as so prescribed in the Charter, City ordinance, or state law.
- 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.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

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 or Certifications:

- Possession of a valid Class "E" Florida Drivers License and compliance with vehicle use policy requirements, Section 8.15(c) in the City's Personnel Manual.

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.
- 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 use computer software applications including word processing, spreadsheets, and databases.
- 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.

PHYSICAL DEMANDS

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Also requires the following physical abilities: manual dexterity, handling, mental acuity, speaking, talking, and visual acuity.

WORK ENVIRONMENT

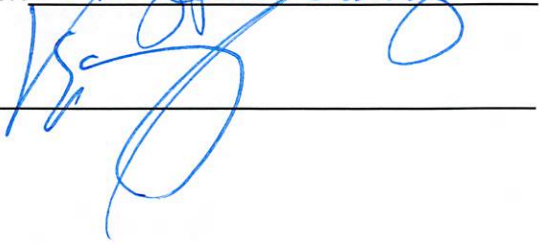
Work is performed inside and some work outside in various weather conditions.

The City of Green Cove Springs, FL commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

Final Review and Approval:

HR Director: 

Date: 2/23/2021

Mayor: 

Date: 2/23/2021