

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

CITY MANAGER

Department:	Administration	Sub-Department:	
Reports To:	City Council	Backed Up By:	Acting City Manager
Supervises:	Assigned Staff	Backs Up:	
Pay Range:	Contract	Classification:	Full-Time Contract Exempt Position

GENERAL FUNCTIONS

Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services through the supervision of administrative staff and department heads. Performs duties under the directives of City laws and ordinances within policy guidelines from the City Council. Assists the City Council by providing prompt and accurate information on policy and legislative decisions. Maintains contact with the citizens of Homer to determine problems and provide information. Administers the City of Homer Personnel Regulations as adopted by the City Council.

JOB FUNCTIONS/MAJOR ACTIVITIES

1. Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services.
2. Supervises the enforcement of municipal law and carries out the directives of the governing body.
3. Develops and participates in community relations programs to explain the activities and functions of the City and to answer questions and investigate complaints from the public.
4. Exercises custody over all real and personal property of the municipality.
5. Aids the general planning of City Council meetings, content of the agenda and assists the Council in obtaining requested information.
6. Appoints directors of departments and directs the internal administration and operation of all City Departments through department directors.

7. Conduit for Council interactions with City attorney and provides guidance in legal matters.
8. Responsible for hiring and terminating all City employees subject to the provisions of the City of Homer Personnel Regulations.
9. Coordinates with outside consultants, federal, state and borough personnel and agencies as required.
10. Remains current in regard to federal, state and local laws, regulations and ordinances and pending legislation governing municipal operations.
11. Responsible for overall budget preparation and capital improvement program, as well as their presentation to the City Council and executes budget and capital improvement program as adopted. Makes monthly written reports to the council on city finances and operations.
12. Performs all other duties as required by the City Council and as prescribed by Homer Municipal Code and AS 29.20.500.

SKILLS, KNOWLEDGE AND ABILITIES

B.A. degree in business or public administration or related field required, relevant Master's degree desired. Minimum of five years of management and supervisory experience required, municipal management experience desired. Knowledge of the needs and special requirements of a coastal community ie; fishing and tourism issues desired. Possess proved leadership ability. Knowledge of the Alaska State Legislative process. Familiarity with water and wastewater utility and port and harbor operations.

Ability to: read, analyze and interpret common scientific and technical journals, financial reports and legal documents; respond to inquiries or complaints from the public, regulatory agencies or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management personnel, public groups, boards and commissions and the City Council.

DECISION MAKING RESPONSIBILITIES

Frequent exercise of independent judgment and initiative is required. Has overall responsibility for all city-owned property and facilities. Budgetary responsibility for a \$22 million operating budget.

SUPERVISORY AUTHORITY

Has direct responsibility (hire, terminate and direct) of the Department Directors and Administrative Staff.

EXTERNAL VISIBILITY/CONTACT

Frequent contact with public in community relations. Requires well developed written and oral communication skills and courtesy in maintaining effective relationships with the public, City Council and other municipal, state, and federal officials.

WORKING CONDITIONS

Office environment. Frequent attendance is required at City Council and other meetings held at night or out of town.