

Hyrum City

JOB Description

Title: **City Manager** **Code:** _____
Division: **Executive** **Effective Date:** ___
Department: **Administration** **Last Revised:** _____

General Purpose: As the Chief Administrative Officer, oversees planning, directing, organizing, and controlling administrative processes for efficient city operation.

Supervision: Reports to Mayor and City Council, providing guidance to department heads and overseeing all city employees.

Essential Functions:

- Directs municipal services and activities, ensuring efficient personnel utilization.
- Manages day-to-day operations and develops policies.
- Defines and evaluates performance, conducts research, and advises governing body.
- Negotiates contracts, ensures compliance with laws and regulations, and oversees city Code.
- Prepares annual city budget, monitors fiscal activity, and provides financial reports to City Council.
- Directs department head evaluations, represents city in various capacities, and facilitates public access to government.
- Manage grant writing efforts, identifying funding opportunities and coordinating grant applications.
- Oversees project management initiatives, ensuring timely and successful completion of city projects.
- Point person in resolving citizen complaints and disputes. The Manager may involve other city employees as needed to resolve issues.

Additional Responsibilities:

- Resolves employee complaints, administers grievance process, and coordinates public relations activities.
- Supervises public property and assists in long-range planning.

Minimum Qualifications:

- **Education:** Master's degree in relevant field
- **Experience:** Ten years of managerial experience or equivalent.

- **Knowledge, Skills, and Abilities:** Proficient in city management, budgeting, negotiation, and problem-solving. Strong leadership, communication, and computer skills required.

Special Qualifications: Must be bondable

Work Environment: Typical office setting with occasional travel required. Requires physical activities and exposure to stress associated with high-level decision making.

Disclaimer: In compliance with ADA, reasonable accommodation will be considered on a case-by-case basis. Job descriptions are not exhaustive and may be modified without notice. The document supersedes earlier versions.

I have reviewed the above disclaimer and job description._____

(Employee)

Date: _____