



JOB TITLE:	City Manager	PAY GRADE:	CM
DEPARTMENT:	Legislative	POSITION CODE:	1995
REPORTS TO:	City Commission	UNION STATUS:	Contract
FLSA STATUS:	Exempt / Salary	DIRECTOR/ASST:	No

JOB SUMMARY:

Serves as the chief administrative officer of the City of Lake Worth Beach (COLWB). Directs the day to day management and operations of the City in accordance with policies established by the City Commission and city, state, and federal laws, regulations and guidelines. Works closely with the City Commission, legal counsel, boards and commissions, and a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems. Improves the quality of municipal operations; plans and implements major capital projects; and partners with external stakeholders and constituents in defining the future of the City. Ensures there is an Emergency Management Plan and Program in place for declared federal, state, and/or local emergencies that impact the City. Work involves conformity with the ordinances or resolutions of the City and state statutes, innovative thinking, and change management.

Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the organization’s business strategies.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Develops and implements administrative policies for the City; works closely with City Commission to define and accomplish strategic goals and objectives and execute successful business practices
- Oversees on-going programs and services to the City to ensure continued effectiveness, as well as ensure implementation of new programs adopted by the City Commission
- Directs and coordinates the preparation of analyses and recommendations on public policy issues on current and future City needs and on long-range plans for City services; understands, supports, and enforces local government’s laws, policies, and ordinances
- Recommends major legislative policy or policy changes to the Mayor and City Commission for their approval; interprets and applies policies established by the Mayor and City Commission

**CITY MANAGER
JOB DESCRIPTION**



- Attends and participates in all City Commission meetings, presents information and makes recommendations on areas deemed necessary or as requested by members of the City Commission
- Works closely with the City Commission, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems
- Maintains responsibility for intergovernmental relations with other cities, and public and private organizations
- Works with departments in the development of an operational and capital budget; develops and submits for approval an annual operating budget and a multi-year capital improvement schedule as required to maintain a sound fiscal position for the City
- Oversees the preparation, recommendation and administration of the annual City budget in line with goals, objectives, and short and long-range vision and plans approved by the City Commission
- Assures potential sources of revenue are identified and analyzed with appropriate recommendations to the City Commission
- Aids the City Commission in developing and adopting a realistic budget that meets goals; controls costs through the economic utilization of manpower, materials, and equipment
- Manages the financial resources of the City to ensure the City maintains a sound financial condition and receives clean audits from independent external auditors
- Oversees the various capital projects of the City to ensure completion within budget; provides the City Commission with periodic financial status and forecast reports in order to inform of revenue and expenditure needs
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Commission, citizen committees, and outside agencies
- Oversees the preparation of press releases and materials for dissemination to the media and the public
- Develops, in collaboration with the City Clerk, the City Commission meeting agenda and meeting calendar
- Provides direction and oversight for City department operations; plans, organizes, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and directions set by the City Commission and with all applicable laws and regulations
- Works with department directors to evaluate management programs/services to identify needed changes, enhancements and/or expansions
- Directs the improvement of management systems, processes and measurement techniques to improve City operations and effectiveness

Created: October 2020	Received and Approved: Initial and Date
-----------------------	-----------------------------------------

Revised:	XXXX Union:	City:	PERC:
----------	-------------	-------	-------

**CITY MANAGER
JOB DESCRIPTION**



- Ensures City departments and their respective programs and services meet applicable State and/or Federal requirements and the needs of the City’s residents
- Promotes accountability for performance and compliance with City policy and procedures; evaluates department directors; encourages teamwork, innovation, and effective problem-solving among subordinate employees
- Facilitates key projects at the department level, such as annual budget preparation and goal-setting process
- Oversees important services such as the delivery of essential utilities, trash pickup and recycling programs; ensures water supplies are safe
- Monitors, manages, and controls the overall operations and activities of City government; provides leadership and works with the City’s leadership team to develop and retain highly competent, diverse, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the City’s mission, operating plans and objectives
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems consistent with the City Commission’s guidance
- Supports staff participation in professional development programs and activities; develops and maintains relationships with the workforce; ensures the organization develops and implements a succession plan for key positions
- Represents the Mayor, City Commission, and City government in public relations endeavors as directed; ensures Commission members are informed of key plans and activities of the City and staff
- Represents the City to the press, radio, and television; provides personal leadership for projects and programs that are highly sensitive, political or controversial
- Provides an effective level of responsive and vital customer service, including timely follow through on citizen requests, disputes, and complaints; identifies and resolves issues in collaboration with department heads
- Establishes and maintains a liaison with other governmental jurisdictions; coordinates City interactions with other government entities and community agencies
- Maintains visibility and identity in the community through an appropriate level of involvement and communication with community organizations and businesses
- Develops, implements, and maintains the City’s emergency management plan and emergency management program with the purpose of protecting the life, health and safety of citizens and the organizations employee’s during such declared emergencies
- Manages hazard and emergency management policy formulation and oversight of the City’s local emergency management program in accordance with state law

Created: October 2020	Recieved and Approved: Initial and Date
-----------------------	-----------------------------------------

Revised:	XXXX Union:	City:	PERC:
----------	-------------	-------	-------

**CITY MANAGER
JOB DESCRIPTION**



- Collaborates with all necessary governing agencies, commissions, boards, and individuals to define the emergency powers, authorities, and responsibilities of the chief executive official and the emergency manager

SUPERVISION:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

MINIMUM QUALIFICATIONS:

Bachelor’s degree in public or business administration, finance, public policy, political science, or a closely related field; supplemented by at least ten (10) years of experience in municipal government management, business management or public administration including seven (7) in a senior management position; or an equivalent combination of education, certification, training, and/or experience. Master’s degree in public or business administration and/or prior experience as a City Manager, County Manager, Deputy City Manager or Assistant City Manager is preferred.

Must establish residence in the City within six (6) months of appointment as City Manager.

A valid Florida driver license is required.

Certifications: International City/County Management Association Credentialed Manager (ICMA-CM) designation is preferred. Membership in (ICMA), American Society for Public Administration (ASPA), or Florida City County Managers Association (FCCMA) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the principles and practices applied to the organization, management, and administration of local/municipal governments
- Advanced knowledge of legislation and regulatory standards applicable to the management and administration of municipal operations and development

Created: October 2020	Recieved and Approved: Initial and Date		
Revised:	XXXX Union:	City:	PERC:

**CITY MANAGER
JOB DESCRIPTION**



- Advanced knowledge of operations analysis, public administration, political theory, public and media relations and purchasing theory
- Advanced knowledge of statistical concepts and methods as applied to the analyses of municipal administration
- Advanced knowledge of the body of available and current information resources applicable to the municipal public administration for technical research purposes and for special projects
- Advanced knowledge of governmental accounting procedures and managing complex budgets
- Advanced knowledge of emergency management and the ability to organize and manage the resources and responsibilities for dealing with all humanitarian aspects of emergencies
- Working knowledge of statistical methods and concepts for application to varying areas of assignment including, but not limited to, operations analyses, financial/accounting analyses, trending and forecasting, and reporting functions
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce
- Knowledge of human resource principles, practices, and current trends and understanding of how to retain qualified and valued personnel
- Knowledge of community-oriented problem solving and skill in explaining complex issues of city government to the public
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Skill in negotiating contracts and agreements with personnel, vendors, and other jurisdictions
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to effectively present information and technical advice to top management and/or all relevant constituents, parties and individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to develop and execute strategic plans
- Ability to embrace and support the cultural diversity of the City

Created: October 2020	Received and Approved: Initial and Date
-----------------------	-----------------------------------------

Revised:	XXXX Union:	City:	PERC:
----------	-------------	-------	-------

**CITY MANAGER
JOB DESCRIPTION**



- Ability to lead and motivate others to achieve goals
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work
- Ability to establish and maintain effective working relationships with those contacted during work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to attend meetings, community events, professional networking events, and trainings outside the office and standard business hours, including some nights and weekends

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

Created: October 2020	Recieved and Approved: Initial and Date		
Revised:	XXXX Union:	City:	PERC:

**CITY MANAGER
JOB DESCRIPTION**



All full-time employees are considered critical in response to emergency situations and may be deemed essential as needed depending on the situation.

Employees in this position will be required to complete the FEMA Incident Command System (ICS) Certification Levels 100,200,700 and 800 within the first six months of employment. Certain positions may be required to attain additional ICS training as needed.

The job description does not constitute an employment agreement between the City of Lake Worth Beach and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Lake Worth Beach is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Applicants for positions with the City of Lake Worth Beach should know and be aware of the following:

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth Beach workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), or International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date

Created: October 2020	Received and Approved: Initial and Date
-----------------------	-----------------------------------------

Revised:	XXXX Union:	City:	PERC:
----------	-------------	-------	-------