

City of Lake City, FL

Classification Description

Classification Title: CITY MANAGER
Department: OFFICE OF THE CITY MANAGER

Pay Grade: Open
FLSA Status: Exempt

General Description

Directs, manages and coordinates the administration of the City of Lake City in accordance with the policies determined by the City Charter and the City Council.

Highly responsible administrative and technical management work directing city affairs and implementing policies set forth by the Mayor and City Council. Work is performed independently within general policies established by the Mayor and City Council.

Nature of Work

Essential Functions:

- Plans, organizes, directs and coordinates the activities of City Departments.
- Assists Council members in developing major policies for the general direction of City affairs, for planning long range programs and for making difficult administrative decisions
- Delegates authority for the performance of lesser administrative and technical activities and work, and emphasizes general administration and coordination.
- Administers and implements directives and policy decisions and supervises all departments and employees.
- Coordinates policy and budgetary matters.
- Confers with and advises department heads on problems related to the operation and direction of various City programs, develops and installs work procedures, forms and methods.
- Directs and reviews preparation of the annual City budget, directs City personnel practices, including administration of the position classification and pay plan.
- Receives requests and complaints from the public concerning administrative action of the various departments, follows up on the correct action and sees that replies to inquiries are given.
- Performs organizational and procedural analyses of the City departments.
- Gathers information, prepares reports and makes recommendations.
- Attends meetings of professional organizations and speaks before local civic groups on various aspects of City government.

- Confers with representatives of federal, state, and city agencies on matters pertaining to a number of City programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment:

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Extensive knowledge of modern principles and practices of public administration;
- Extensive knowledge of municipal structural and functional organization and interrelationships of City Departments;
- Thorough knowledge of charter provisions, ordinances, and state laws governing the administration of City government;
- Thorough knowledge of the functions, organization, staffing, and operating procedures of various City departments;
- Technical knowledge of fields relating to the various departments under his/her immediate supervision;
- Ability to plan, assign, delegate, and direct the work of administrative and supervisory personnel;
- Ability to conduct special studies, to analyze and interpret findings, to solve administrative problems, and prepare reports;
- Ability to communicate clearly and concisely, orally and in writing; and
- Ability to develop and maintain effective working relationships with public officials, department directors, representatives of other organizations, and the general public.

Minimum Qualifications: Graduation from an accredited four/year college or university with a Bachelor's degree and have either ten (10) years progressively responsible experience in municipal or corporate management work in a senior management position; or any equivalent combination of training and experience. Must possess or be able to obtain a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)

- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

Environmental Conditions:

- Works inside in an office setting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date