

**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** City Manager

**DEPARTMENT:** City Manager

**REPORTS TO:** City Council

**FLSA STATUS:** Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**THE CITY OF MEDINA**

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk’s office (also known as Central Services), Development Services, Police, Finance, and Public Works.

**Mission:** Ensure efficient delivery of quality public services, function as responsible stewards of Medina’s financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

**DEFINITION**

Under general administrative policy direction, performs high-level administrative, technical, and professional work in directing and supervising the administration of City government.

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**SUPERVISION RECEIVED/EXERCISED:** Receives administrative direction from the City Council. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** (include but are not limited to the following):

1. Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

2. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to the City Council; makes presentations to Councils, boards, commissions, civic groups, and the general public.
4. Communicates official plans, policies, and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness and conformance to policies and procedures. Maintains harmony among workers and resolves grievances.
8. Prepares a variety of studies, reports, and related information for decision-making purposes.
9. Appoints and removes all department heads, officers, and employees of the City, except members of the Council.
10. Sees that all laws and ordinances are faithfully performed.
11. Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.
12. Advises the City Council on financial conditions and current and future City needs.
13. Attends all meetings of the Council.
14. Recommend for adoption by the Council such measures, as he/she may deem necessary or expedient.
15. Prepares and submits to the Council such reports as may be required by that body or as the manager may deem advisable to submit.

**Other Duties:**

Because of the small size of the City staff, each employee may be required to perform a wide range of duties from time to time. May serve as the head of one or more departments of City government.

**PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:**

The physical activities and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The rating scale used in this section is: Occasionally 1 – 33% of work time, frequently 34 – 65% of work time and Continuously 66 – 100% of work time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit uninterrupted for up to 4 hours – 6 hours per shift, grasp, finger repetitively with both hands, talk and hear. The employee is frequently required to twist, reach at the waist and occasionally below the waist and above the shoulder. The employee is occasionally required to stand and walk uninterrupted for up to 10 minutes – 30 minutes per shift; use foot controls and drive a vehicle.

Specific vision abilities required by this job include near and far acuity and the ability to adjust focus. Work is generally performed in an office setting. The noise level in the work environment is usually quiet.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary equivalent to graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and seven (7) years of progressively responsible applicable local government experience.

**License/Certificate:** Possession of, or ability to obtain, a valid Washington driver’s license without record of suspension or revocation in any state.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

**Knowledge Of:**

In this role, proficiency in a multitude of disciplines is paramount. This includes a comprehensive grasp of business and management principles, encompassing strategic planning, resource allocation, leadership techniques, and the coordination of personnel and resources. Additionally, a firm understanding of modern policies and practices in public administration is essential, covering areas such as municipal finance, public works, safety, and community development. Legal acumen is also vital, spanning laws, court procedures, government regulations, and the democratic political process. Moreover, expertise in economic development strategies, human resources management, and understanding human behavior and performance is crucial. This entails recognizing individual differences in abilities, personality traits, interests, and motivations, as well as understanding group dynamics, societal trends, and cultural influences. Furthermore, proficiency in providing exemplary customer service is imperative, from needs assessment to maintaining quality standards and evaluating customer satisfaction. A solid command of the English language, including spelling, composition rules, and grammar, is indispensable, alongside familiarity with media production and communication

techniques across various platforms, ensuring effective dissemination of information through written, oral, and visual media channels.

**Ability To:**

This position requires a diverse skill set to effectively manage municipal operations. Responsibilities encompass preparing and managing budgets, directing programs, and generating comprehensive reports. Project management skills are essential for seeing assignments through to completion. Strong people skills are crucial, including active listening, clear communication, and the ability to adjust actions in response to others. Building and maintaining productive relationships with employees, officials, and the public is paramount. Analytical abilities are necessary for understanding written documents, assessing costs and benefits, and adapting to the latest information for problem-solving and decision-making. Monitoring performance and implementing improvements, motivating, and guiding staff, and identifying and resolving complex problems are key aspects of the role. Moreover, it requires the capacity to anticipate system changes and their impacts, empathetically understanding others' reactions, facilitating conflict resolution, and persuading others when necessary.

**Skill To:**

Operate of a variety of computer applications including applicable software.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**Appointment and Removal Authority:** The City Council is the appointing authority of the City Manager with the power of appointment and removal.

**Approvals:**

City Manager \_\_\_\_\_ Date \_\_\_\_\_  
The City Council Representative \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

\_\_\_\_\_ Date \_\_\_\_\_