

**CITY OF MEDINA  
POSITION DESCRIPTION**

<b>Title</b>	City Manager	<b>Date Approved/Revised</b>	[Feb. 2025]
<b>Department</b>	Executive	<b>Classification</b>	Non-Represented
<b>Reports to</b>	City Council	<b>Salary Range</b>	Per Contract
<b>Supervises</b>	Executive Staff & Department Directors	<b>FLSA Status</b>	Exempt

**SUMMARY OF POSITION:**

As the Chief Executive Officer of the City, appointed by and reporting directly to the City Council, the City Manager oversees the day-to-day operation of the City and the head of the administrative branch of the City. The City Manager is responsible to the City Council for the proper administration of all city business, and to advise on, implement and administer the policies adopted by the City Council.

The City of Medina promotes a collaborative and transparent environment, where ideas and feedback is valued and encouraged. The City Manager furthers a culture committed to providing the community with personalized service, fostering the vision outlined in the comprehensive plan, and always working to serve the public interest. The City Manager promotes an environment that encourages leadership throughout City Staff, connecting and fostering collaboration, department cohesion and forward-thinking, big-picture decision making. Leads a staff that will embrace key values such as inclusiveness, accountability, efficiency, integrity, transparency, and a commitment to serving the Medina community.

The City Manager ensures that city staff and direction is responsive to the leadership of the City Council; that high quality services are provided in an effective and efficient manner; and that the City of Medina brand is synonymous with a distinctive quality of life, environmental sustainability, ethical participatory government, and best in class practices.

**KEY COMPETENCIES:**

- **Executive Leadership:**  
Providing strategic direction and leadership to all city departments, including staff appointments, performance evaluations, budget oversight, and internal and external communication.
- **Policy Development and Implementation:**  
Oversees the development and implementation of all policy and program initiatives, and executes policies and directives established by the City Council, ensuring alignment with community goals.

- **Expertise:**  
Utilizes experience to advise the City Council on all municipal issues, providing deliberate and informed recommendations on legislative matters relating to all facets of municipal operations, including but not limited to planning and land use, and public health and safety.
- **Budget Management:**  
Preparation and implementation of the City's annual budget, and directs, allocates and organizes the City's resources, staff, and operations.
- **Project Management:**  
Initiating and overseeing major City projects, ensuring timely completion and adherence to budget.
- **Emergency Preparedness:**  
Developing and coordinating emergency response plans, managing crisis situations.
- **Council Liaison:**  
Consistent and proactive communication with City Council by presenting updates and recommendations in a formal and ad hoc manner, attending meetings, and providing information for informed decision-making. Ability to lead and drive conversations to facilitate the City's navigation of complex issues.
- **Community Engagement:**  
Fostering open communication with residents, businesses, and community organizations, addressing concerns and gathering feedback.
- **Open and transparent communication:**  
Regularly check-in with employees and Council, actively listen to their concerns, and encourage open feedback loops to ensure everyone feels heard and valued.

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

Generally, the City Manager ensures the City's efficient delivery of quality public services, functions as responsible stewards of Medina's financial and natural resources, celebrates diversity, leverages local talent, and promotes the safety, health, and quality of life of those who live, work, and play in Medina.

Main duties in furtherance of these essential functions include but are not limited to the following:

1. Carry out the strategic direction and policy of the City Council through diligent and comprehensive management of city staff and projects.

2. Utilizing big picture strategic thinking, directs and oversees the planning, design and development of city policy, processes and major projects including capital works.
3. Directs, allocates and organizes the City's resources, staff, and operations; oversees the development and implementation of all policy and program initiatives; and
4. Represents the City of Medina to the public and other outside agencies and manages media, public and partner relations and community engagement, exercising sensitivity to public perceptions and necessary and appropriate public process.
5. 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.
6. Foster a culture of trust, respect, and support where employees feel comfortable sharing ideas and concerns without fear of repercussions, ensuring alignment between departments in furtherance of a positive work environment. Utilize meetings effectively to discuss progress, share updates, and provide opportunities for team members to collaborate and share insights.
7. 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.
8. Provides professional advice and expertise in municipal issues to the City Council, commissions and boards, and staff, engages with and makes associated presentations to Council, boards, commissions, civic groups, and the general public.
9. Executes the policy direction of, and is directly accountable to the City Council, which has the sole authority for appointment/removal of this position.
10. Serves as the Council's resource for expertise on citywide operations. Provide relevant information and context for Council during meetings and offer suggestions for improvements to city operations. The City Manager is the voice of the staff, and Council relies on that position to ensure that information is readily available.
11. Communicates Council directives, policies, and procedures to staff and the public.

12. Assures that initiatives and projects 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.
13. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
14. Oversees and is accountable for the management of major capital and public works projects, and to ensure open communication of project status and details with Council and the public.
15. 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.
16. Appoints and removes all department heads, officers, and employees of the City, except members of the Council.
17. Sees that all laws and ordinances are faithfully performed.
18. Demonstrates a commitment to the importance of public safety, working collaboratively with the Police Chief to manage the City's police department.
19. Prepares and submits a preliminary annual City budget, working to fund Council priorities Administers the adopted budget of the City.
20. Facilitate strategic planning agendas with the City Council to establish and work towards long term goals.
21. Responsible for the coordination of the relationship and workload the City Attorney.
22. Attends all meetings of the Council.
23. Recommend for adoption by the Council such measures, as he/she may deem necessary or expedient.
24. 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 where there is a need or vacancy.

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

**Education and/or Experience:**

Bachelor's degree from an accredited four-year college or university in public administration, urban planning, political science, business management or a closely related field, or any combination of education and experience that has provided the equivalent knowledge, skills, and abilities. Significant experience in local government management, ideally 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 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.
- Skilled and knowledgeable 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.
- 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. Project management skills are essential for seeing assignments through to completion. Excellent communication and interpersonal skills to effectively interact with residents, Council and staff. Responsibilities encompass preparing and managing budgets, directing programs, and generating comprehensive reports. 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.

**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.

**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. Position 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.

**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 City Manager 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 \_\_\_\_\_