

# CITY OF NOME, ALASKA

## Job Description

### City Manager

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**Range:** Negotiated, D.O.E

**Department:** Administration

**Reports to:** City Council

**Salary:** D.O.E.

**Status:** Exempt

**Approved By:** 

**Date:** 7/08/2015

**Supervises:** All Department Heads and all City Staff, Contract Staff and Consultants

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#### Summary:

The City Manager serves as the Chief Administrative Officer of the City of Nome government. Plan, organize, direct and coordinate administration of city government in accordance with policies, operating principles, and ordinances determined by the City Council. Supervise the enforcement of municipal law and carry out the directives of the City Council. Prepare and submit an annual budget and capital improvement program for consideration by the City Council and execute the budget and capital improvement projects as adopted.

Monitor and make reports on municipal finances and operations as required by the City Council. Exercise custody over all real and personal property of the municipality. Serve as Personnel Officer of the City. Serve as Port Director, the Chief Administrative Officer, of the Port of Nome.

Perform other duties required by law or by the City Council.

#### Essential Duties:

Essential and other important responsibilities and duties may include, but are not limited to the following:

Prepare the annual budget and submit estimates to the City Council for approval. Monitor the budget and report to the City Council on the financial condition and the needs of the municipality. Prepare annual financial and administrative reports. Develop capital and short-range project plans, and prioritize and assign projects to optimize budget funds. Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens.

Provide direct support to the members of the City Council. Assist Council Members with a variety of activities, providing leadership and information as requested; assist Council Members in drafting policies, facilitating the development of City plans, regulations and ordinances. Facilitate strategic planning with the City Council to establish long-term goals. Develop a long-range plan

for capital improvements for facilities; study and evaluate transportation problems and alternatives.

Assure proper coordination of City activities with legal services.

Ensure the care and custody of all municipal property, funds and assets.

Plan for future development of municipal areas to provide for population growth and expansion of public services. Provide leadership and direction in such areas as annexation, major public works projects and long range capital projects.

Execute and enforce all ordinances, resolutions and motions and policies of the City Council and administer, negotiate and manage all City contracts, leases and grants. Provide direction and make decisions regarding the contracting of City services, assure open and competitive bidding process in accordance with Council policies and directives. Negotiate formal and informal agreements between City, State and Federal governments and private interests as issues arise.

Serve as the City of Nome Incident Commander.

Attend and participate in City Council meetings. Keep Council informed on matters that may impact future policy decisions. Required to attend evening meetings and may need to work on holidays and weekends as needed.

Serve as Personnel Officer, unless the City Council authorizes the City Manager to appoint a Personnel Officer. Direct supervision is exercised over the work of all Department Heads within the City and subsequent responsibility for all personnel within the municipality. Supervise and coordinate the personnel policies and practices of the City. Respond to grievances and oversee all personnel actions. Appoint, remove, supervise and coordinate the work of the Department Heads and administrative staff as provided by state laws or local ordinances. Including supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. Plan, coordinate and arrange for appropriate training of staff. Supervise Municipal Clerk functions including elections, the making and safeguarding of records and publication of notices. Direct departmental operations; evaluate issues, and recommend solutions.

Provide for Risk Management through the development of guidelines to assist in loss prevention and control.

Maintain cooperative working relations with the City departments, and outside agencies, serve as liaison between various organizations, agencies, and commissions; serve on committees, task forces and other groups to coordinate municipal services programs. Including acting as a liaison to Nome Joint Utility Systems, Nome Public Schools, Nome Planning Commission, Nome Port Commission and Nome Museum and Library Commission and other ad hoc committees.

Maintain close contact with community groups to represent the City of Nome; develop community relations, programs and policies; represent the City in neighboring jurisdictions, governmental bodies and the news media. Meet with the public, business, service and social organizations to answer questions, advise members of the community of municipal plans and action; and, to listen to citizens' concerns. Provide information and assistance to individuals and firms which would contribute to the economic diversification of the City. Promote citywide governmental functions and activities to continually improve public knowledge, understanding, confidence and support on behalf of the City Council.

Represent the City of Nome at Federal and State events and actively work in the State legislative process with the City lobbyist and the Mayor. Communicate with State and Federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.

Perform other such duties as may be assigned by the City Council and other such duties as are set out in the code.

**Accountability:**

Major decisions affecting the operation of City functions is the responsibility of the City Manager. The City Manager is directly responsible to the City Council for the effective operation of all City functions. The City Manager is accountable for applying extensive knowledge of a wide variety of City government functions. Develop, implement and manage policies, procedures, programs and services.

**Supervision Received and Exercised:**

Receives policy direction from the City Council. Directly supervises all City employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

A Bachelor's Degree in Public Administration, Public Policy, Business Administration or related field preferred; and/or 5-7 years of increasingly responsible senior management experience for: budgeting and financial administration, engineering and/or public works administration; OR an equivalent combination of education and experience. A master's degree is preferable.

**Language Skills:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Knowledge, Skills and Abilities:**

Knowledge of principles and practices of public administration, leadership and professional rules of conduct, municipal budgeting and finance, municipal planning, public safety, public works administration, contract law and contract management, procurement procedures, bidding processes, project management, legislative processes involved in local government, employee relations, supervision, grievances, worker's compensation, Affirmative Action, personnel administration and training. Techniques and practices for efficient and cost effective management of resources.

Proficient user of Microsoft products especially Word and Excel as well as internet, e-mail, website management and network server, data storage and record retention.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.