

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: **CITY MANAGER**

REPORTS TO: **City Council**

POSITION SUMMARY:

Plans, directs, coordinates, evaluates and reviews the activities and operations of the departments and appointive officers of the City; directs the provision of administrative services to City departments; keeps the City Council fully informed in all matters relating to City government.

ESSENTIAL FUNCTIONS:

Effective leadership; work effective in highly stressful environment which is politically influenced; problem solving; gives direction to other employees; reading and writing; drive motor vehicle; ability to communicate effectively both orally and in writing.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time in the overall management of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

- Prepares agenda for meetings of City Council.
- Attends meetings of City Council, furnishing information and recommendations regarding City policies, programs and analysis.
- Enforces and administers the provisions of the laws and ordinances of the City.
- Plans, coordinates, directs and evaluates the work of the City departments.
- Receives special assignments from the City Council.
- Advises the City Council on matters related to administrative and management practices.
- Negotiates and oversees the management of City contracts and franchise agreements.
- Recommends legislation and policies required in the public interest and reports on City operation, policies, and problems.
- Reviews the operations of City departments and assists management staff in achieving improved efficiencies and service delivery goals.
- Directs the development of the annual budget, consults with managers regarding budget priorities, and recommends a budget to the City Council.
- Studies municipal systems and procedures and proposes improvements and simplifications.
- Conducts continuous research in administrative practices and recommends to the City Council those practices which will produce greater efficiency and economy in City government.
- Interacts with the general public, representatives of the media, and other agencies regarding City policies, programs and services.
- Represents the City's interests in relationships with other agencies and community organizations.

JOB TITLE: CITY MANAGER

- Directs the personnel recruitment, examination, classification and pay program of the City.
- Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council.
- Manages the City's employer/employee relations programs; conducts negotiations with employees and/or their representatives.
- Serves as Manager of the Fort Bragg Municipal Improvement District.
- Researches and identifies potential sources of revenue to fund City services.
- Manages the City's disaster preparedness/response program.
- Performs or directs the performance of those duties specified in Fort Bragg Municipal Code Section 2.16.070 and the relevant Government Code sections relating to the duties of a City Treasurer and Finance Director.

MATERIALS, EQUIPMENT AND TOOLS:

The incumbent of this position is required to utilize a computer for word processing, other standard office equipment, typewriter, telephone, copier, FAX, two-way radio, video equipment, projection equipment; sets up/moves tables and chairs; and is required to drive an automobile.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, governmental budgeting/finance, and City management practices.
- Principles and practices of public personnel management and administration, and employee development.
- Methods of analyzing, evaluating and modifying administrative policies and practices.
- Principles of organization and management.
- Laws and regulations affecting City government.

Ability to:

- Serve efficiently as the administrative agent of the City Council.
- Direct and coordinate the activities of City management staff.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action.
- Prepare clear and comprehensive written reports.
- Speak effectively in public.
- Establish and maintain cooperative relationships with City officials, employees, news media, the general public and representatives of other agencies in the capacity of agent for the City Council.

DESIRABLE EXPERIENCE/EDUCATION:

Five years of progressively responsible administrative experience in municipal government with at least one year as a City Manager; or three years at the level of Assistant City Manager. Graduation from a four-year

JOB TITLE: CITY MANAGER

college or university with major course work in public administration, or any combination of training and experience equivalent to completion of a college education.

PHYSICAL REQUIREMENTS:

Constant reading and listening; frequent sitting in an office chair; works longer than eight hours daily; must be alert to actively participate in evening meetings; occasionally works 12-20 hour shifts during disaster management.

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