

Job Title:	City Manager
Job Description Number:	5002
Department/Division:	City Manager
Exemption Status:	Exempt
Pay Grade:	N/A—Appointed Position
Immediate Supervisor:	City Council
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Performs highly responsible management, administrative and professional duties as Chief Executive Officer of the City. Under general policy guidance from the City Council, exercises a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council and city, state, and federal laws, regulations and guidelines. Has overall responsibility for all City departments, comprised of the following positions: Deputy City Manager/Economic and Community Development Director, City Clerk, Director of Human Resources, Fire Chief, Government Relations Manager, Office of Management and Budget Director, Parks and Recreation Director, Police Chief, Public Information and Events Director, Public Works Director, and Public Transportation Director. Provides leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles. Communicates and advises the City Council regarding operations and issues within the City. Develops and coordinates proposals for action on current and future City needs. Works closely with the City Council, City Attorney, boards and commissions, and a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems. Maintains responsibility for intergovernmental relations with other cities, and public and private organizations. Directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services. Manages the financial affairs of the City in a sound manner. Oversees the planning, preparing, recommending, and administering of the annual City budget in line with goals, objectives, short and long-range vision and plans approved by City Council. Assures potential sources of revenue are identified and analyzed with appropriate recommendations to the Council. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies. Oversees the preparation of press releases and materials for dissemination to the media and the public. Develops Council meeting agenda with Mayor. Attends and participates in all City Council meetings, presents information and makes recommendations deemed necessary or as requested by members of City Council.

Essential Functions:

Policy Development and Oversight (25%): Understand, support, and enforce local government's laws, policies, and ordinances. Recommend major legislative policy or policy changes to the Mayor and City Council for their approval. Interpret and apply policies established by the Mayor and City Council. Develop and implement administrative policies for City government. Work closely with City Council to define and accomplish strategic goals and objectives and execute successful business practices. Oversee on-going programs and services to the City to ensure continued effectiveness, as well as ensure implementation of new programs adopted by the City Council. Work closely with the City Council, a variety

of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems. Direct and coordinate preparation of analyses and recommendations on public policy issues on current and future City needs. Develops Council meeting agenda with Mayor and coordinates council meeting calendar in coordination with the City Clerk.

Fiscal Management (25%): Effectively facilitate key projects, such as the annual budget and goal-setting process. Work with all components of City Government in the development of an operational and capital budget. Develops and submits for approval an annual operating budget and that multi-year capital improvement schedule as required in order to maintain a sound fiscal position for the City. Manage the financial resources of the City to ensure the City maintains a sound financial condition and continues to receive clean audits from the State Auditor's Office. Aid the Council in developing a realistic budget that meets the Council's goals. Control costs through the economic utilization of manpower, materials, and equipment. Oversee the various capital projects of the City to ensure completion and within budget. Provides the City Council with periodic financial status and forecast reports in order to inform the Council of revenue and expenditure needs.

Department Direction and Oversight (20%): Provide direction and oversight for the operations of the departments. Plan, organize, integrate and evaluate the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations. Work with Department Directors to evaluate management programs/services to identify needed changes, enhancements and/or expansions. Direct the improvement of management systems, processes and measurement techniques to improve City operations and effectiveness. Ensures City departments and their respective programs and services meet applicable State and/or Federal requirements and the needs of the City's residents. Promote accountability for performance and compliance with City policy and procedures. Evaluate Department Directors. Encourage teamwork, innovation, and effective problem-solving among subordinates.

Oversee City Operations (15%): Monitor, manage, and control the overall operations and activities of City Government. Provide leadership and work with the City's Leadership Team to develop and retain highly competent, diverse, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission, operating plans and objectives. Direct and oversee the creation and maintenance of comprehensive, effective human resource management programs, policies and systems consistent with the City Council's guidance. Select, train, motivate and evaluate City Leadership Team and administrative staff. Work with direct reports to correct deficiencies; implement discipline and termination procedures as warranted. Support staff participation in professional development programs and activities. Develop and maintain relationships with the workforce. Ensure organization develops and implements a succession plan for key positions. Serve as the reviewing official for all internal and Public Safety Citizen Review Board appeal hearings.

Public Relations (15%): Represent the Mayor, City Council, and City Government in public relations endeavors as directed. Ensure Council Members are informed of key plans and activities of the City and staff. Coordinate City interactions with other government entities and community agencies, including working with the Municipal Association to seek passage of legislation favorable to the City. Provide an effective level of responsive and vital customer service, including timely follow through on citizen requests, disputes, and complaints. Maintain visibility and identity in the community through an appropriate level of involvement and communication with community organizations and businesses.

Establish and maintain a liaison with other governmental jurisdictions. Represent the City to the press, radio, and television. Provide personal leadership for projects and programs that are highly sensitive, political or controversial.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires fine dexterity, vision, hearing, and talking. Frequently requires standing, walking, sitting, and handling. Occasionally requires kneeling, climbing, and twisting. Rarely requires lifting, carrying, reaching, pushing/pulling, foot controls, balancing, bending, and crouching.

Machines, Tools, Equipment, and Work Aids: Copier, fax machine, telephone, and calculator.

Computer Equipment and Software: Computer and related software.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: Seasonal exposure to extreme temperature.

Health and Safety: Rare exposure to mechanical hazards, communicable diseases, and physical danger or abuse.

Primary Work Location: Office Environment.

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires emergency situations, tedious or exacting work, and noisy/distracting environment.

Job Requirements

Formal Education: Master's degree or equivalent in public administration, business management, or a related field (e.g., such as finance, urban planning and economic development) is required.

Experience: Over six years of direct experience as a City Manager or Assistant City Manager experience or equivalent executive leadership in municipal government is required.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: None.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Work has high impact on the organization. External contacts include civic organizations, other governmental entities and private business and industry representatives to represent City government. Internal contacts include all departments, as well as Mayor and City Council.

Management and Supervision: Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Complex scope of supervision. This position is responsible for supervising the positions of Deputy City Manager, Police Chief, Fire Chief, Director of Human Resources, Director of Public Works, Director of Economic and Community Development, Director of Parks and Recreation, Director of Office of Management and Budget, and Director of Public Information and Events.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

Fiscal Responsibility: Position makes budget recommendations for a department. Assures budget recommendations comply with budget goals, funding limitations, and service levels to meet department and organizational goals. Executes procurement documents (up to limited allowed by City policies). Maintains fiscal responsibility for budget execution and accountability.

Freedom to Act and Impact of Action

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.