

Title: City Manager
PG: PB1
Status: Non-Civil Service
Position Reports to: City Commissioners
Department: City Manager

Class Code: 1018
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible administrative work directing the operation of the various units of general City government. An employee of this class, as the chief administrative officer for the City, enforces and administers the provisions of the Charter and of the laws and ordinances governing the City. Work involves the coordination and direction of all activities of City departments under his/her jurisdiction and includes the coordination of activities of the City government with municipal agencies not under the supervision of the City Manager. Within the framework of general policy established by the City Commission, duties are performed with wide latitude of action in planning and directing City functions so as to establish and maintain effective management of the administrative affairs of the City. Work is subject to review for results obtained and conformance with policies by the City Commission through discussion and analysis of recommendations and reports. The incumbent is appointed and is responsible to the City Commission.

ESSENTIAL FUNCTIONS:

1. Plans the future welfare of the City and all departmental activities and organization.
2. Reviews all departmental programs and provides general leadership and direction.
3. Reports to and advises the City Commission and individual Commissioners on City concerns.
4. Holds staff meetings and departmental conferences to consider and determine policy issues.
5. Advises and provides general leadership to civic organizations dealing with specific problems affecting the City's welfare.
6. Prepares City Commission agenda. Attends all meetings of the City Commission.
7. Prepares annual budget and submits budget for approval to the City Commission.
8. Addresses business and other citizen groups on City needs and problems.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of management theory and practices.
2. Extensive knowledge of municipal organization and practices.
3. Ability to plan and enforce a balanced budget.
4. Ability to plan, direct and coordinate a varied work program on a large scale.
5. Ability to gain and retain effective working relationships with the community at large, the City Commission and other public officials.
6. Ability to maintain effective public relations.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Masters Degree in Public Administration with specialization in municipal government, management, finance or business administration preferred.

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2. Eight (8) years of administrative experience in the planning, coordination and financing of various activities in municipal government.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.