



Job Description

Title: City Manager	FLSA Status: Exempt	Created:
Supervisor: Mayor, Livingston City Council	Supervises: All department heads and City staff with the exception of Council appointed positions.	Revised:
Department: City Administration	Bargaining Unit: Contract	Approved:

JOB SUMMARY:

Under the direction of the Mayor and City Council for the City of Livingston, plan, organize, control and direct City-wide operations, activities, departments, programs and functions; manage the City’s budget; make recommendations on municipal governance and provide support to the City Council; oversee the operations of all street and city utilities; address the media on behalf of the City; monitor and ensure City residents have safe and clean water; implement the policies of the City Council; supervise and evaluate the performance of assigned personnel; provide administrative oversight to the operational and policy functions of City government; provide a variety of other responsible and complex administrative support to the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct City-wide operations, activities, departments, programs and functions; direct and control the establishment and maintenance of City-wide time lines and priorities; ensure City-wide functions and activities comply with established internal controls, laws, codes, regulations, ordinances, policies and procedures.
- Provide support for the City Council, direction and vision for the organization, and overall leadership and direction to City’s municipal departments; implement the policies of the City Council; ensure proper and timely resolution of related issues, conflicts and discrepancies.
- Ensure water supply to City meets cleanliness standards; monitor, manage and leverage water resources; oversee and direct the Public Works Department.
- Coordinate and direct City-wide personnel, resources, fiscal activities, compliance functions and communications to meet organizational and public needs and ensure smooth and efficient activities; direct the development and implementation of City-wide departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures.
- Direct and review staff reports; provide technical expertise, information and assistance to the department heads regarding assigned functions; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment.
- Advise the Mayor and City Council of unusual trends or problems and recommend appropriate corrective action; plan, organize and implement long and short-term programs and activities as directed by the City Council and Mayor.
- Provide consultation and technical expertise to administrators, Council members, officials, personnel, outside agencies and the public concerning City operations, activities and related functions and requirements; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, goals, objectives, budgets, rules, regulations, policies and procedures.
- Coordinate organizational activities, communications and information between administrators, staff, outside organizations and various local, State and federal agencies; ensure optimal allocation of City resources and personnel.
- Monitor and analyze City-wide departments, divisions, programs, activities and functions for progress, financial effectiveness, operational efficiency and capacity to meet public needs; respond to administrative input concerning organizational needs; plan, organize and direct the development and implementation of City-wide policies, procedures and programs to enhance the City’s financial effectiveness, operational efficiency and capacity to meet public needs.

- Develop and monitor the budget for the City, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist department heads and other administrators with budget development and administration; review, analyze and approve recommendations included in the City's budget document; direct economic development activities.
- Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to departments, programs, projects, budgets, compliance, systems, ordinances, resolutions, financial activity, personnel and assigned duties; ensure mandated reports are completed and submitted to appropriate local, State or federal agency according to established time lines.
- Ensure adequate resources and personnel to meet City-wide needs; participate in estimating labor and resources required for City departments, divisions, programs, services and projects; review, analyze and approve departmental requests for resources.
- Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to City operations and activities; direct the modification of programs, functions and procedures to ensure compliance with local, State and federal requirements as appropriate.
- Direct the research, assembly and compilation of a variety of technical information related to City operations, services and functions; oversee the preparation and distribution of correspondence, fiscal documents and informational materials related to department activities; promote the City of Livingston through e-mails, articles and other materials.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with attorneys regarding City's legal issues and matters; negotiate various agreements; present accurate information to the City Council to make informed decisions.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned; prepare and approve agenda items for City Council meetings; represent the City at various events, meetings and board meetings; serve as chair on a variety of committees.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

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. The work environment characteristics and physical demands 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.

Knowledge of:

- Planning, organization and direction of Livingston's City-wide operations, activities, departments, programs and functions.
- Practices, procedures and techniques involved in the development and implementation of City-wide departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.
- Accounting, budget and business functions of a city government.
- Local and State standards and requirements concerning City programs and functions.
- Local, State and federal resources providing City-related services to the public.
- Terminology, concepts, methods and procedures involved in the management of assigned departments and programs.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- City organization, operations, policies and objectives.
- Policies and objectives of assigned municipal programs and activities.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Operation of a computer and assigned software.
- Public relations techniques.

Ability to:

- Plan, organize, control and direct City-wide operations, activities, departments, programs and functions.
- Provide support for the City Council, direction and vision for the organization, and overall leadership and direction to the entire City government.

- Implement the policies of the City Council.
- Supervise and evaluate the performance of assigned personnel.
- Provide consultation and technical expertise concerning City operations, activities and related functions and requirements.
- Monitor, analyze and modify policies, procedures and programs to enhance the City's financial effectiveness, operational efficiency and capacity to meet public needs.
- Direct the development and implementation of City departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.
- Develop and prepare the City and departmental budgets.
- Oversee the establishment and maintenance of City-wide time lines and priorities.
- Ensure adequate resources and personnel to meet City needs.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in public administration, business management or municipal administration.
- Ten years increasingly responsible experience in the development and implementation of City government or related programs, projects and services including personnel, fiscal and public relation duties and,
- Six years serving in an administrative capacity.

Desirable:

- Master's degree in public administration, business management or municipal administration.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.