



CITY OF LITCHFIELD PARK

Job Description

City Manager

EXEMPT: Yes
DEPARTMENT: City Manager
CLASS: City Manager
REPORTS TO: Mayor and City Council

SUMMARY: The City Manager is the administrative head of the City government under the direction and control of the City Council. Duties include working with the Department Heads toward the achievement of department objectives and the objectives of the City government as a whole.

The City Manager exercises considerable initiative and independent judgment in representing the City and exercises delegated representative authority over Department Heads and other employees in the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) In addition to Powers and Duties outlined in the City Code, this position performs the following:

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Meets and confers with the City Council to address the needs of the City; prepares recommendations and/or responds to inquiries and requests for information.

Provides strategic leadership and direction to the Department Managers.

Collaborates with the City Clerk and Mayor to determine appropriateness of issues for Council action.

Confers with and addresses the business community, citizens, civic groups, schools, and other interested parties who have needs, problems, or issues related to City government.

Coordinates the activities of City government with contracted agencies.

Plans the future welfare of the City and coordinates related City resources. Seeks funding for various capital improvements.

Provides guidance and reviews the annual budget preparation for submission to the City Council; controls City expenditures.

Performs other duties of a similar nature or level.

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MANAGERIAL RESPONSIBILITIES: Work requires managing and monitoring work performance of several divisions/departments including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for these departments. Has final supervisory control over all City employees, but directly supervises department heads, including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems. Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.

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 will be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Work requires extensive knowledge of public administration with particular reference to municipal administration, the municipal organization and the functions of constituent units; a thorough knowledge of basic laws, ordinances, and regulations underlying the municipal corporation; and considerable knowledge of research techniques and other sources and availability of information.

Work requires a Master's in Public Administration, Public Policy, or a related field, from an accredited college or university, and over five years of increasingly responsible municipal experience. Two years municipal management experience at the Assistant City Manager level or above is also required.

SKILLS, KNOWLEDGES and ABILITIES

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Providing leadership and direction;
- Ensuring policy directions are achieved;
- Using computers and related software applications;
- Managing multiple priorities simultaneously;
- Analyzing and developing policies and procedures;
- Reading, interpreting, applying, explaining, and ensuring compliance with applicable Federal, State, and Local laws, codes, policies, procedures, rules, and regulations;
- Reviewing reports;
- Presenting ideas and concepts persuasively;
- Speaking in public;
- Reviewing and approving official documents;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Managing consultant contracts;
- Mediating and resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;

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- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Maintaining community and public relations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Knowledge of:

- Management principles, practices, and theories;
- Public administration and governmental operations;
- Municipal accounting and financial management principles;
- Strategy development principles and procedures;
- Applicable Local, State and Federal laws, codes, rules, policies, procedures and regulations;
- Economic development and redevelopment principles;
- Program development and administration principles and practices;
- Project management principles;
- Conflict mediation principles;
- Community and public relations principles.

Additional Requirements:

- Must possess, or obtain upon employment, a valid Arizona Driver's License.
- Must be a resident of Litchfield Park, or become a resident of the City within one year of appointment.

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.

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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 low to moderate.