



Job Description

Title:	City Manager		Created:	August 2007
Salary Level:	By Contract		FLSA Status:	Exempt
Supervisor:	City Council	Supervises:	Applicable Staff	
Job Family:		Bargaining Unit:	None	

JOB SUMMARY:

Plans, organizes, directs, administers and controls the activities and operations of the City of Oakdale.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs activities of all City Departments.
- Decides on actions to be taken in the administration of City policies and procedures.
- Develops policy recommendations for City Council action.
- Provides administrative and staff support to the City Council.
- Receives administrative direction from the City Council.
- Develops, plans and implements City goals and objectives established by the City Council.
- Prepares and presents staff and City Administrator reports to the City Council.
- Researches and prepares technical and administrative reports and studies.
- Responds to citizen requests and complaints, researches circumstances, prepares and implements a resolution of the issues.
- Directs, oversees and participates in the development of the City's work plans.
- Assigns and monitors work activities, projects and programs to department heads.
- Reviews and evaluates department's operations, methods and procedures.
- Oversees and participates in the development and administration of the City budget.
- Directs and forecasts City funding requirements.
- Monitors and approves expenditures.
- Selects, trains, motivates and evaluates management staff.
- Provides or coordinates management staff development.
- Works with staff to correct deficiencies and implements discipline and termination procedures.
- Represents the City to outside groups and organizations.
- Participates in community and professional groups and organizations.
- May act as a department head when a vacancy exists.
- Coordinates City activities with outside agencies and organizations.
- Performs related duties as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Plan, organize, direct, administer and control City administration and operations.
- Assist the City Council in developing and implementing City policies and procedures.
- Recruit, direct, motivate and evaluate management staff.
- Mediate disputes, decide issues and secure cooperation in achieving goals and objectives.
- Prepare and administer a City budget.
- Analyze problem issues, identify alternative solutions, project consequences of courses of action.
- Exercise tact and diplomacy in dealing with citizens and the public.

Position Title - Continued

- Interpret, apply and enforce City policies, procedures, rules and regulations.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships.

Knowledge of:

- Principles and practices of municipal government administration and operations.
- Principles and practices of policy development and implementation.
- Pertinent local, State and Federal laws, rules and regulations.
- Organization and management practices as applied to analysis and evaluation of City programs.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation, administration and control.
- Principles and practices of management supervision, recruitment, training, motivation and evaluation.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university in public or business administration or political science; five years increasingly responsible related experience in municipal administration, including three years of high level responsibility; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Possession of, or the ability to, obtain a valid Class C California driver's license.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The noise level in the work environment is usually moderate.