

# CITY OF LOS BANOS

## Job Description

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|----------------------------|----------------|
| <b>POSITION TITLE</b>      | CITY MANAGER   |
| <b>DEPARTMENT</b>          | ADMINISTRATION |
| <b>EMPLOYMENT CATEGORY</b> | EXEMPT         |
| <b>EMPLOYMENT LEVEL</b>    | MANAGEMENT     |

### **DEFINITION**

To plan, organize, direct and review the overall administrative activities and operations of the City; to provide leadership to the City organization; to advise and assist the City Council; and to represent the City's interests with other levels of agencies, governmental agencies, the business community, and the community at large.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the City Council. Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Direct the development and implementation of City goals and objectives as well as policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Coordinate City activities, between departments and with outside agencies and organizations; make appropriate decisions or recommendations for City Council consideration and adoption; provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
- Direct and oversee the development and implementation of City-wide work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the development, presentation and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitor revenues and expenditures; make mid-year adjustments.
- Prepare and submit to the City Council annual reports of financial and administrative activities; keep City Council advised of financial conditions, program progress and present and future needs of the City.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in the affairs of the City; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises and contractors.

- Direct the implementation and operation of the City personnel system.
- Direct the preparation of plans and specifications for work which the City Council orders.
- Direct emergency services during emergency situations.
- Represent the City to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Attend all Council meetings; perform all duties as may be prescribed by City Council action.
- Research, prepare and present technical and administrative reports and studies to Council, commissions and a variety of committees; prepare written correspondence.
- Build and maintain positive working relationships with Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles and practices of modern and highly complex municipal administration, departments, organization, and economic development functions and services.
- Principles and practices of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

**Ability to:**

- Plan, direct and control the administration and operations of the City.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare and administer the City's budgets.
- Develop and implement City policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, State, Federal and City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Bachelor's degree from an accredited college or university in public administration, business administration, or related field.
- Possession of a valid California Class C driver license.
- Six (6) years of increasingly responsible management experience in a local public agency involving responsibility for the planning, organization, implementation and supervision of varied work programs.

#### **DESIRED QUALIFICATIONS**

- Master's degree from an accredited college or university in public administration, business administration, or related field.

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