

JOB DESCRIPTION

City of Patterson



Human Resources

CITY MANAGER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under the direction and control of City Council, the City Manager serves as the administrative head of the City government. The incumbent shall be appointed by and serve at the pleasure of the City Council. Incumbent is responsible for the efficient implementation of policy as set by the City Council; to include personnel and fiscal management, as well as the daily administration of municipal affairs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Council.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Enforce and administer the provisions of the Municipal Code.

Prepare an annual budget to be presented in a timely fashion for review by Council. Conduct budget hearings with Department Heads and make recommendations on departmental requests.

Ensure the enforcement of provisions of public utility franchises, contracts, leases, and agreements.

Attend all meetings of the City Council unless excused by the Mayor or Council.

Review with Council the appointment or removal of all City employees except the City Attorney and the City Treasurer. Discipline, suspend, or promote all City employees with the exception of the City Attorney and City Treasurer.

Provide a merit-principle personnel system for City employees. Administer or designate an employee to administer said personnel system.

Review employee performance evaluations with supervisors or Department Heads when deemed necessary but no less than on an annual basis.

Purchase or designate employees to purchase all services, supplies and equipment for departments of the City.

Prepare and present to Council an annual report of the City's affairs, including a summary of reports of Department Heads, and other reports as Council requires. Report to include goals and objectives for implementation of policy as set by Council.

Coordinate the general activities of City government with other governmental agencies. Provide compliance with County, State and Federal regulations as they relate to revenue sharing, countercyclical funding opportunities, grant awards, etc.

MIMIMUM QUALIFICATIONS

Knowledge of:

Budget preparation and finance.

Public Sector personnel practices and administration, or labor relations in a large private organization.

Intergovernmental relations, the functions of municipal organization, and the functions of the various departments.

Grievance resolution and disciplinary procedures.

Principles of supervision, training and management.

Ability to:

Prepare comprehensive written reports and deliver oral and written presentations to the City Council on a wide variety of municipal matters.

Supervise, coordinate and evaluate the work performed by professional, technical, and clerical staff.

Function effectively under time and work pressures in meeting assignments and project deadlines.

Establish and maintain an effective public relations and public information program.

Design and administer programs which provide for the implementation of goals and objectives as defined by the City Council.

Education: Graduation from a four year college or university with a major in Public Administration, Business Administration, Industrial Relations or a closely related field.

EXPERIENCE AND CERTIFICATION(S)

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

Experience: Must have two years of management level experience in municipal government. Experience in a large private sector organization or other public sector organization may be substituted for experience in municipal government if quality of experience is equivalent.

License or Certificate:

Possession of a valid Class C California Drivers License.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in a standard office environment.

Physical Conditions: Position requires sitting, standing, walking reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.