

CITY OF ARCADIA

CITY MANAGER

DEFINITION

Under policy direction, to plan, direct, manage and review the activities and operations of the City of Arcadia; to coordinate City services and activities among City departments and with outside agencies; and to provide highly responsible and complex administrative support to the City Council.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Direct and manage the development and implementation of City goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.

Provide highly responsible administrative staff assistance to the City Council; confer with the City Council regarding a wide variety of municipal government issues; recommend policies, procedures and actions to be taken by the City Council; carry out City Council decisions or directives.

Oversee and participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; submit annual operating and capital budget to City Council; administer approved budget; implement midyear adjustments.

Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.

Select, train, motivate and evaluate City management and administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of municipal government management, administration, and organization.

Role and function of a City Council in a California municipal government.

Current social, political and economic trends and operating problems of municipal government.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of municipal government budget preparation and administration.

Principles of personnel management including supervision, training and performance evaluation.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Knowledge of:

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide effective leadership to and coordinate the activities of a municipal organization.

Effectively administer a variety of City-wide programs and administrative activities.

Identify and respond to public and City Council issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a large municipal budget; allocate limited resources in a cost effective manner.

Establish and administer effective financial controls for the management of City revenues and resources.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work including city and other government officials, community groups, the general public and media representatives.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible experience in a local public agency in an administrative and managerial capacity involving the development and administration of organization-wide policies and procedures and the supervision of management level employees.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, or a related field. A Masters degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999