

CITY MANAGER

DEFINITION

Under policy and administrative direction of the City Council and consistent with the Capitola Municipal Code, coordinates and administers the activities of the city government; analyzes issues and advises and informs the City Council on policy and action matters; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This classification is the city's top appointed position directly accountable to the City Council for effective and efficient operation of municipal affairs. In turn, all appointed department heads report directly to the City Manager. Developing a team approach by managers and employees to provide service to the community is a major responsibility of this position.

EXAMPLES OF DUTIES

Provides overall direction to coordinate and evaluate the activities of the various departments and functions.

Advises the City Council on policy and other matters requiring the Council's action.

Makes decisions and takes action within the purview of the City Manager's position.

Promotes team work between department managers, mid-managers and other personnel to achieve City's goals and objectives.

Directs the preparation of, reviews, analyzes and recommends a municipal budget for the city.

Keeps the Council informed periodically concerning the city's activities.

Establishes good communications with all segments of the community, city personnel, the City Council and boards and commissions.

Represents the city in a variety of public or professional meetings and functions, including membership on Boards such as the Monterey Bay Area Self Insurance Authority and the Santa Cruz Consolidated Emergency Communications Center.

Investigates and responds to complaints or concerns affecting municipal operations.

Analyzes issues and makes written and oral presentations and recommendations to the City Council and the public.

Serves in the capacity of the chief labor negotiator.

Attends all meetings of the City Council and other meetings as necessary in the performance of job duties.

Prepares memos, letters and reports in representation of the City's interests.

Reviews, analyzes and recommends plans for capital improvements.

Confers with department heads concerning administrative and operational problems and makes appropriate decisions or recommendations.

Oversees the enforcement of all city ordinances.

Selects, supervises and evaluates staff.

Coordinates the city's activities with other agencies and organizations.

Employs, with approval of the City Council, experts, consultants and advisors as needed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public administration, budgeting, personnel administration and organization and management.
- All aspects of city government affairs and operations including finance, labor relations, personnel and police.
- Applicable state and federal laws and regulations relating to or impacting upon local government operations.
- Use of modern technology including computers and data processing in city functions.
- Principles of effective public relations with community groups/organizations, private firms and businesses and other levels of government.

Ability to:

- Direct, coordinate and provide effective leadership in the various functions and activities of city operations.
- Analyze problems and situations and take appropriate actions relating thereto.
- Establish good relations and work well with staff, department managers and other employees, City Council and the public.
- Serve as an effective representative of the City Council.
- Communicate effectively orally and in writing.
- Select, supervise, and evaluate staff.

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

Education

Equivalent to graduation from an accredited four year college or university in public administration or a related field. A Master's degree is desired.

Experience

Five years of increasingly responsible municipal administrative experience including at least three years as an Assistant City Manager or equivalent position.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's license.

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