

**CITY OF
PETALUMA
CLASS
SPECIFICATION**

Date: 06/30/06
Job Class: 08CIMN

City Manager

Summary

Plan, organize, coordinate, and administer, through management staff, all City functions and activities; provide policy guidance and coordinate the activities of department heads and staff support; foster cooperative working relationships with civic groups, inter-governmental agencies and City staff.

Class Characteristics

Administrative direction is provided by City Council; responsibilities include the direct and indirect supervision of management, technical, and support services personnel. This class has overall responsibility for policy development, program planning, fiscal management, administration, and operation of all City functions, programs, and activities. The incumbent is responsible for accomplishing Mayor/Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

- Plan, organize, coordinate, and direct through City directors, managers and support staff the work of the City.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the City.
- Work closely with the City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.
- Advise the City Council on issues and programs.
- Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City needs.
- Recommend legislation and policies required in the public interest.
- Enforce the provisions of public utility franchises, contracts, leases, and agreements; make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.
- Handle citizen appeals of lower level administrative decisions.
- Direct the preparation and administration of the annual budget and capital projects for the City; represent the City in contacts with various governmental agencies,

- community groups, and business, professional, and other organizations directly or through subordinate staff.
- Coordinate the preparation of a wide variety of reports or presentations to the City Council or outside agencies.
 - Direct the selection, supervision, and the work evaluation of departmental personnel.
 - Direct citywide employee relations, staff development and grievance procedures including directing and participating in labor negotiations.
 - Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis.
 - Perform related duties as assigned.

Skills/Abilities:

- Plan, organize, administer, and coordinate a variety of complex City services and programs.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures, work-standards, and internal controls.
- Analyze complex technical and administrative municipal problems, evaluating alternative solutions and adopting effective courses of action.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise sound, independent judgment within general policy guidelines
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Principles, practices, and programs related to the administration of City functions.
- Applicable legal guidelines and standards affecting City administration.
- Principles and practices of budget development and administration.
- Funding sources impacting program and service development.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education:

A Bachelor's degree; a Master's degree is highly desirable.

Experience:

Substantial management and administrative experience in a municipal government or similar public agency setting. As required by the Petaluma City Charter, must have experience in a Council-Manager form of government. Experience in working with citizen organizations is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 3/90

Resolution #:

Revised: 06/30/06

Department: City Manager

FLSA Status: Exempt