

CITY OF SCOTTS VALLEY

***CLASS SPECIFICATION
CITY MANAGER***

JOB PURPOSE

Under policy direction, to plan, organize, direct and review the activities and operations of the departments and employees; to implement the policies and functions assigned by the City Council; to direct and provide control of administration services to City departments; to delegate duties as appropriate; and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Plans, organizes, directs and reviews City programs and services;
- ~ Attends meetings of the City Council, furnishing information and recommendations regarding administrative aspects of prospective actions;
- ~ Enforces and administers the provisions of laws and ordinances of the City;
- ~ Plans, coordinates and directs the work of City departments;
- ~ Receives assignments and policy direction from the City Council;
- ~ Advises the City Council on matters of administrative practices;
- ~ Recommends legislation and policies required in the public interest and reports on City operation, policies and problems;
- ~ Reviews the operations of City departments to establish work standards and improve methods, and to prepare for the development of an annual budget;
- ~ Confers with department heads regarding budget requests, and recommends a budget to the City Council;
- ~ Studies systems and procedures and proposes improvements and simplifications;
- ~ Conducts continuous research in administrative practices and recommends to the City Council those practices which will produce greater efficiency and economy in city government;
- ~ Represents the City Council as assigned in relationships with other governmental agencies;
- ~ Prepares a long-term plan of improvements with plans for their financing;
- ~ Directs the personnel recruitment, examining, classification and pay program of the City;
- ~ Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council;
- ~ Supervises the operation of central administrative services;
- ~ Attends meetings of other agencies;
- ~ Prepares and files federal and state grant applications;
- ~ Serves as Director of Civil Defense;
- ~ Appoints and terminates all City personnel except the City Attorney.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to a Master's Degree from a recognized college or university with major work in public administration or related field and extensive experience in a responsible administrative or staff capacity in municipal government; possession of a valid California motor vehicle operator's license; must abide by the professional Codes of Ethics as established by the International City Management Association.

Ability to: serve effectively as an administrative agent of the City Council; work with and coordinate the activities of subordinate personnel while encouraging their development; analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such actions; prepare clear and comprehensive reports and correspondence; speak effectively in public; establish and maintain cooperative relationships with City Officials, employees, the general public and representatives of other agencies in the capacity of agent for the City Council; and interpret and apply City and State policies, laws, rules and regulations.

Knowledge of: the principles and practices of public administration; budgeting principles and practices; the principles, philosophy and practices of public personnel administration; methods of analyzing, evaluating and modifying administrative procedures; principles of organization and management; municipal laws, rules and regulations; modern office methods and practices; office machines and equipment; and proper English usage.

CITY COUNCIL APPROVAL: March 20, 1991