

CITY MANAGER

Definition:

Under general policy direction provides overall leadership as the City's chief executive officer and administrative head of the government of the City; is responsible for and plans, organizes, administers and supervises City activities, operations and the City Manager's Department to include the City Clerk's Office; advises and assists the City Council and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the City Manager include the following:

Plans, organizes, directs and manages all activities of the City as a whole and performs those duties which include but are not limited to those contained in Fullerton Municipal Code applicable to the City Manager

Prepares recommendations and advises the City Council on matters pertaining to City services, needs and issues related to City affairs and items requiring legislative action.

Recommends City Council action on ordinances, resolutions, contracts and other matters as appropriate.

Attends City Council meetings and work sessions, a variety of other meetings and civic functions and represents the City and the City Council on a variety of issues before a variety of groups, the public and other agencies.

Acts as Director of Emergency Services when the Emergency Operations Center is activated.

Develops, recommends, administers, interprets and enforces policies and procedures.

Selects and is responsible for the supervision and evaluation of all department heads and staff in the City Manager's Department.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances.

Holds staff meetings and other department head/executive team conferences.

Meets with department heads regarding budget requests and proposes annual budgets which provide for the balancing of revenues and expenditures.

Makes the City Manager's Department budget recommendations and administers the expenditure of funds.

Enforces and administers the provision of laws, ordinances and plans.

Coordinates the City Manager's Department activities with those of other departments and public agencies.

In conjunction with the City Council, formulates City goals and long-range plans and develops workload indicators to measure progress towards goals achievement.

Develops long-term capital improvement programs and administers approved programs and budgets.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

City Manager is the single incumbent chief executive officer of the City. The City Manager is appointed by, serves at the pleasure of and reports to the City Council and has broad responsibility for the safe, effective and efficient administration of all City departments, programs and activities.

Contacts and Relationships:

The City Manager supervises staff in the City Manager's Department and all City department heads and through them all City employees. The City Manager appoints, removes, promotes and demotes any and all officers and employees of the City, except those exempted under certain sections of the Fullerton Municipal Code. The City Manager establishes and maintains contact with and has continuing interaction with a variety of City

staff to include City Council Members and City department heads. Additional contact will occur with the public, civic groups and representatives of other public and private agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Leadership and management theory and practices.

Effective supervisory techniques, public sector personnel administration and public sector labor relations.

Municipal government organization, administration and operations to include principles, practices and methods used in contemporary city management.

Laws, codes, rules and regulations concerning the operation of a municipal government and related legal issues.

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

Municipal budget administration and capital improvement programs.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public and community relations techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's organization and serve as the chief executive officer and administrative agent of the City Council.

Plan and enforce a balanced budget.

Develop major long-term plans and programs.

Analyze problems, make decisions on matters of major policy and administrative matters and implement effective solutions.

Work within, interpret and apply applicable laws, city and department rules and regulations.

Select, motivate, supervise and evaluate executive-level staff and delegate authority and responsibility.

Establish and maintain effective public relations, meet with citizen groups and organizations, analyze and resolve complaints and make recommendations on requests for service.

Establish and maintain effective relationships with those contacted in the course of work to include the community at large, City Council Members and public officials of other agencies.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, appraise situations accurately and quickly and adopt effective courses of action.

Communicate effectively orally and in writing and speak effectively in public.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree and a Masters Degree or other graduate degree in Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible municipal management experience including four years as Assistant City Manager or similar position and two years as a department head in a full service organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the City Manager file financial disclosure statements in accordance with state and local laws.

The City of Fullerton's Municipal Code requires that the City Manager file a bond with the City Clerk in the minimum penal sum of \$100,000.00. Such bond shall have the approval of the City Council and shall be filed prior to entering the position of the City Manager.

Other:

Residency in the City of Fullerton at time of appointment and throughout employment in this position preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors in an office environment. The incumbent uses a computer, keyboard and related equipment, operates a vehicle on City business, sits, stands, walks, kneels, crouches, twists, reaches and grasps. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

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