

CITY OF SALINAS

CITY MANAGER

BARGAINING UNIT/CLASS CODE:
CITY MANAGER / A01

DEFINITION

To coordinate the overall administrative activities and operations of the City and to advise and assist the City Council, exercising independent judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct supervision over department heads and staff assigned to the City Manager's Office.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Aid the City Council in the development of overall City policies. Direct the development and implementation of goals, objectives, policies, and procedures consistent with City Council directives for the City organizations. Direct the preparation and administration of the City budget. Prepare long term plans of capital improvements including financing plans. Prepare and submit to the City Council reports of finances and administrative activities; keep City Council advised of financial conditions, program progress, and present and future needs of the City. Oversee the enforcement of all City ordinances. Direct the preparation of plans and specifications for work which the City Council directs. Interpret, analyze, and explain policies, procedures, and programs. Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern. Represent the City in the community and at professional meetings as required. Coordinate City activities with other governmental agencies and outside organizations. Oversee and direct the City's personnel labor relations programs and activities. Select, supervise and evaluate staff. Perform all duties as may be prescribed by City Council action. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Current municipal administrative methods and procedures, organization, and functions. Current social, political, and economic trends and operating problems of municipal government. Applicable Federal and State laws, rules, and regulations regarding local government operations. Principles of effective public relations and

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interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

Provide effective leadership and coordinate the activities of municipal organization. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner. Appraise situations and people accurately and quickly and adopt an effective course of action. Serve effectively as the administrative agent of the City Council. Select, supervise and evaluate staff.

Education and Experience:

Master's Degree in an appropriate discipline (e.g. Public Administration) or significant municipal government management experience, including at least five (5) or more years in local government jurisdiction of comparable size to the City of Salinas.

Reviewed  _____
Department Director

Approved  _____
Human Resources Officer

Approval Date 4/09/10 _____

ORIG: 2-84, REV: 2-94, REV: 2-07