

# City of Grass Valley JOB DESCRIPTION



## City Manager

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**Title:** City Manager

### **Summary of Job Purpose:**

The City Manager is an executive management level classification, under general policy guidance from the City Council and directly accountable to the City Council. The City Manager plans, organizes, integrates, directs, administers, fiscally controls, reviews and evaluates the activities, operations, programs and services of the City of Grass Valley; serves as the top appointed executive in the City, responsible for carrying out policies and programs determined by the elected City Council; ensures development and execution of the City's annual budget, goals and work plans; represents the City's interests with other levels and agencies of government; effectively serves the needs of the community at large and business interests, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

### **Supervision Received and Exercised:**

Direction is provided by the City Council and appointed by the City Council. Responsibilities include the direct and indirect supervision of executive service, managerial, professional, technical, contracting and clerical personnel.

### **Essential Functions (Illustrative Only):**

The duties listed below are intended only as illustrative of the various types of work that may be performed.

1. Prepares and submits to the City Council semi-annual reports of financial and administrative activities.
2. Keeps the Council advised of financial conditions, programs progress, and present and future needs of the City.
3. Directs the development, presentation and administration of the City budget and oversees the financial revenues and expenditures.

This Job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The city of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

4. Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure the operations and services comply with the policies and direction set by the City Council, and with all applicable laws and regulations.
5. Plans and evaluates management staff performance, establishes performance requirements, regularly monitors performance and provides coaching for performance improvements.
6. Appoints, trains, and motivates all City employees including taking disciplinary action, up to and including termination in accordance with the City's personnel rules and policies.
7. Provides leadership and works with the executive team concerning administrative and operational problems to develop and retain highly competent public service oriented staff through selection, compensation, training, and day to day management practices that support the City's mission and operational plans and objectives.
8. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day to day leadership and works with the executive team to ensure a high performance, service oriented work environment consistent with sound management principals. Maintain good working relationships with key community constituencies.
9. Works closely with the City Council, other governmental agencies, a variety of private and community organizations, and business and citizen groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of reports and recommendations on public policy issues and on long range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, public and private officials, and citizens to achieve planned action and results.
10. Develops the Council meeting agenda, attends and participates in all City Council meetings.
11. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationship with the media.
12. Directs and oversees the creation and maintenance of comprehensive effective human resources management programs policies and systems; directs and monitors the City's labor relations negotiations and labor relations programs; directs the improvement of management systems to improve the City operations and effectiveness.
13. Participates in regional and state meetings, and professional and community organizations on behalf of the City to stay abreast of trends related to municipal programs.

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14. Provides personal leadership for projects and programs that are highly sensitive, political or controversial.
15. Performs other or related duties as assigned.

**Desired Qualifications:**

Knowledge of:

Theory, principals, practices and techniques of organizational design and development , long range planning, public administration, public finance, municipal budgeting, financial administration, program and policy formulation, purchasing, maintenance of public records, and applicable state and federal laws and regulations governing the operations and administration of a municipal agency; City functions and associated management, financial and public policy issues, principals and practice of public personnel management and labor management relations, principals and practices of effective leadership and management, principals and practices of sound business communications and effective public relations with community groups and agencies, private businesses and other levels of government.

Ability to:

1. Provide effective leadership and coordinate the activities of the City operations.
2. Plan, integrate and direct a broad range of complex municipal services and programs that will meet the changing needs of the community.
3. Perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations in an understandable and effective manner, present proposals and recommendations clearly and logically at public meetings.
4. Understand, interpret, explain and apply city, state and federal laws and regulations governing the performance of City operations.
5. Evaluate, develop and implement management systems, policies and controls.
6. Establish and maintain effective working relationships with the Council and all City departments and other governmental officials, community and civic organizations.
7. Plan, organize, select, supervise and evaluate assigned employees, and build a high performance workforce.
8. Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

**Qualifications:**

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**

A typical way to obtain the knowledge, skills and ability to perform this job is:

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A bachelor's degree from an accredited college or university, with major work in Public Administration, Business, Accounting/ Finance. A Master's Degree in Public Administration or Business Administration is preferable.

Eight years of progressively responsible administrative experience in municipal government, including significant administrative, financial and personnel management responsibilities, five (5) years experience as a city or county manager is preferable.

**Certificates, Licenses, Registrations:**

1. Must have a valid State of California class C driver's license with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date

**Language Skills:**

Ability to read, write and communicate in English at an appropriate level for successful job performance, effectively present information and respond to questions from managers, employees, and general public.

**Mathematical Skills:**

Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages and statistics.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving a variety of situations using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and speak and hear. The employee is occasionally required to carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

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**Working Environment:**

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

**General:**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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