



## **CITY OF CALEXICO**

### **CLASS TITLE: CITY MANAGER**

**MONTHLY: \$14,083 - \$17,118**

**RANGE: C-MNG13**

### **BASIC FUNCTION:**

Under the direction of the City Council, plan, organize, control and direct City-wide operations, activities, departments, programs and functions; provide support for the City Council, direction and vision for the organization, and overall leadership and direction to the entire City government; implement the policies of the City Council; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct City-wide operations, activities, departments, programs and functions; direct and control the establishment and maintenance of City-wide time lines and priorities; assure City-wide functions and activities comply with established internal controls, laws, codes, regulations, ordinances, policies and procedures

Provide support for the City Council, direction and vision for the organization, and overall leadership and direction to the entire City government; implement the policies of the City Council; assure proper and timely resolution of related issues, conflicts and discrepancies.

Coordinate and direct City-wide personnel, resources, fiscal activities, compliance functions and communications to meet organizational and public needs and assure smooth and efficient activities; direct the development and implementation of City-wide departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Direct and review staff reports; provide technical expertise, information and assistance to the department heads regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Advise the Mayor and City Council of unusual trends or problems and recommend appropriate corrective action; plan, organize and implement long and short-term programs and activities as directed by the City Council and Mayor.

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Provide consultation and technical expertise to administrators, Council members, officials, personnel, outside agencies and the public concerning City operations, activities and related functions and requirements; respond to inquires, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, goals, objectives, budgets, rules, regulations, policies and procedures.

Coordinate organizational activities, communications and information between administrators, staff, outside organizations and various local, State and federal agencies; assure optimal allocation of City resources and personnel.

Monitor and analyze City-wide departments, divisions, programs, activities and functions for progress, financial effectiveness, operational efficiency and capacity to meet public needs; respond to administrative input concerning organizational needs; plan, organize and direct the development and implementation of City-wide policies, procedures and programs to enhance the City's financial effectiveness, operational efficiency and capacity to meet public needs.

Develop and prepare the annual preliminary budget for the City, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist department heads and other administrators with budget development and administration; review, analyze and approve recommendations included in the City's budget document.

Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to departments, programs, projects, budgets, compliance, systems, ordinances, resolutions, financial activity, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate local, State or federal agency according to established time lines.

Assure adequate resources and personnel to meet City-wide needs; estimate labor and resources required for City departments, divisions, programs, services and projects; review, analyze and approve departmental requests for resources.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to City operations and activities; direct the modification of programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Direct the research, assembly and compiling of a variety of technical information related to City operations, services and functions; oversee the preparation and distribution of correspondence, fiscal documents and informational materials related to department activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with attorneys regarding City legal issues and matters; negotiate various agreements.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare agenda items for City Council meetings; represent the City at various events and meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of City-wide operations, activities, departments, programs and functions.

Practices, procedures and techniques involved in the development and implementation of City-wide departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.

Accounting, budget and business functions of a city government.

Local and State standards and requirements concerning City programs and functions.

Local, State and federal resources providing City-related services to the public.

Terminology, concepts, methods and procedures involved in the management of assigned departments and programs.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.

Technical aspects of field of specialty.

City organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Operation of a computer and assigned software.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct City-wide operations, activities, departments, programs and functions.

Provide support for the City Council, direction and vision for the organization, and overall leadership and direction to the entire City government.

Implement the policies of the City Council.

Supervise and evaluate the performance of assigned personnel.

Provide consultation and technical expertise concerning City operations, activities and related functions and requirements.

Monitor, analyze and modify policies, procedures and programs to enhance the City's financial effectiveness, operational efficiency and capacity to meet public needs.

Direct the development and implementation of City departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities.

Develop and prepare the City and departmental budgets.

Oversee the establishment and maintenance of City-wide time lines and priorities.

Assure adequate resources and personnel to meet City needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

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Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and ten years increasingly responsible experience in the development and implementation of City government or related programs, projects and services including personnel, fiscal and public relation duties and six years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California State driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.