

CITY OF TOPPENISH
Job Description

Title: CITY MANAGER

Department: Administration

FLSA Status: Exempt

Reports To: City Council

Effective Date: April 27, 2015

SUMMARY

Under the general direction and authority of the City Council, serve as the Chief Executive Officer of the City. Plan, organize, direct and/or perform the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances and programs including long range and short term planning. Exercise direct supervision over program and Department/Program Managers and the Administrative Assistant to the City Manager. Serve as City representative to various municipal and civic organizations. The City Manager is classified as a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL JOB FUNCTIONS

- Advises the City Council on municipal issues and services on both a formal and ad hoc basis.
- Directs City operations to achieve goals within budgeted funds and available personnel.
- Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.
- Coordinates interdepartmental projects and programs and activities with outside government agencies.
- Supervises and provides managerial leadership to the City's department managers.
- Presides at management team meetings and meets with department managers on a regular basis.
- Supervises the selection, training, evaluation, promotion, disciplining, and discharging of staff.
- Conducts and oversees performance evaluations.
- Administers labor contracts.
- Resolves grievances and other sensitive personnel matters.
- Establishes administrative policies, procedures, work rules and performance standards to assure the efficient and effective operation of the City government within the framework of the City Council's policy and federal, state, and local laws.
- Provides planning leadership and direction.
- Develops short and long-range plans, goals and objectives for City operations.
- Reviews and updates annual and comprehensive plans.
- Directs the preparation and administration of the City budget based on staffing and resource

- requirements, cost estimates, departmental budgets and objectives, and overall City goals.
- Monitors the budget to assure compliance with approved budget levels and standards.
- Establishes fiscal policies and financial objectives and allocates financial resources.
- Represents the City in various governmental settings and to other municipalities and local, regional, state, and federal agencies, depending on the availability of the Mayor and Council members and the type of representation warranted.
- Analyzes and recommends improvements to existing facilities, equipment and operating systems of the City.
- Initiates and supervises actions to provide funding, such as municipal bond issues.
- Develops and maintains systems and records that provide for proper evaluation, control, and documentation of City operations.

OTHER JOB FUNCTIONS

- Directs the resolution of inquiries, complaints, problems or emergencies relating to the availability or quality of services.
- Responds to the most sensitive or complex inquiries or complaints.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS – The minimum amount of knowledge and ability required to be hired into the job.

Knowledge of:

- The complexities and complications relating to municipal management.
- Management and personnel administration principles and practices.
- Municipal finance and municipal law.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Principles, theories, and practices of planning.

Ability to:

- Plan, organize, and supervise City-wide projects and programs.
- Develop City-wide goals and objectives and conduct planning activities.
- Supervise, analyze, and evaluate City operations.
- Develop and implement improvements or corrective actions, as necessary.
- Establish and maintain effective working relations, characterized by trust, integrity, and respect, with the Mayor, City Council, department managers, City employees, other agencies, and the general public.
- Listen effectively, analyze information logically and objectively, and respond in a meaningful way.
- Express ideas clearly and communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or policies.
- Develop and implement innovative programs and services for the City.
- Physically perform the essential functions of the job.

EDUCATION AND/OR EXPERIENCE

Any combination equivalent to: bachelor's degree in public administration or a related field and eight years experience working in a government agency including at least four years in a responsible management position in municipal government.

SPECIAL REQUIREMENTS

- Must be bondable.
- Must possess, or have the ability to obtain, a valid State of Washington Driver's License and a driving record free of significant moving violations.
- Must pass background check.

WORKING CONDITIONS

Work is primarily performed in an office environment while stationed at a desk using a computer. Travel to meetings, which may take place after normal working hours.

APPROVED:

Loren O. Belton, Mayor

Date Adopted by City Council