

# City Manager

Dept: Administration

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work providing leadership to city staff; helping the City Council define, establish, and attain overall goals and objectives of local government; hiring and supervising city staff and managing all functions through department heads; developing and implementing strategic plans; delivering quality services to citizens in compliance with all legislative, judicial, and administrative obligations; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

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

## Essential Functions

Keeps the Council fully advised of all significant matters and effectively presents all items which require council action or approval.

Responds promptly and effectively to council requests.

Directs the preparation of agendas and attends meetings of City Council.

Assures city code and council directives are correctly interpreted, communicated and implemented.

Sets goals and strategies; creates a positive organizational climate for the City.

Ensures that overall city objectives are being met.

Enforces and recommends changes to ordinances and resolutions.

Directs the annual planning and budgeting processes for review and consideration by the City Council and oversees the operations within established fiscal parameters.

Ensures the financial integrity of the City.

Ensures the effective and efficient delivery of quality city services.

Ensures that citizen requests and concerns are effectively and efficiently responded to and resolved

Cultivates positive relationships with city staff, residents, and businesses.

Works collaboratively with other public agencies such as schools, cities, counties, etc., participates in community associations, events and connects with businesses.

Leads the city's senior management team to ensure overall effective integration of departmental activities and effective implementation of city council policies.

Supervises and assesses performance of all department heads and other direct reports; appoints and removes all city personnel.

Carries out disciplinary actions.

Serves as the emergency management director.

Sits on the West Metro Fire-Rescue District Board of Directors, Joint Water Commission (JWC) Board of Directors and Hennepin Recycling Group (HRG) Board of Directors.

Performs other job-related responsibilities as appropriate or directed by the Council.

## Knowledge, Skills and Abilities

Comprehensive knowledge of modern principles, practices and procedures in city administration.

Comprehensive knowledge of local, state and federal laws and regulations as they effect administration of the City.

Comprehensive knowledge and skill leveraging intergovernmental relations and public relations.

Comprehensive skill operating standard accounting software.

General skill operating standard office equipment, hardware and software.

# City Manager

Ability to plan, organize and direct the work of all operating departments in the City of New Hope.

Ability to prepare and monitor an annual budget.

Ability to work with the City Council in developing long-term strategic plans and goals for the city.

Ability to prepare and present reports on a variety of city activities.

Ability to provide leadership in identifying city problems and developing solutions for them.

Ability to lead and direct staff initiatives.

Ability to make arithmetic computations using whole numbers, fractions and decimals.

Ability to compute rates, ratios and percentages.

Ability to understand and apply governmental accounting practices in the maintenance of financial records.

Ability to compile city budgets and understand basic funding.

Ability to establish and maintain confidentiality.

Ability to negotiate resolutions.

Ability to manage time and prioritize work tasks.

Ability to establish and maintain effective working relationships with citizens, elected officials, consultants, other city staff, local business owners, vendors and the general public

## Education and Experience

Master's degree with coursework in public administration, or related field and considerable experience working in local government in a leadership position, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 1/20/23

I have reviewed and approve the above class description.

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Personnel Board Chair (Printed)

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Signature

\_\_\_\_\_  
Date

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Mayor (Printed)

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Signature

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Date