

**CITY OF CRYSTAL
POSITION DESCRIPTION**

Position Title: **City Manager**

FLSA Status: **Exempt**

POSITION OBJECTIVE

To direct the administration and operations of the city government as directed by the city council and as provided for by city charter, city ordinances and resolutions. Provides professional leadership to the city staff and assists the city council to define, establish and attain overall goals and objectives for the organization and community. Responsible for all city departments and services through senior staff to deliver quality services to citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide professional and strategic support to the city council by attending council meetings, presenting recommendations concerning policies and objectives, as well as specific actions; participating in discussions, implementing council decisions, and directing the coordination of city council meeting preparation including research, reports, agendas and correspondence.
- Enforces and recommends changes to ordinances and resolutions.
- Assures city code and council directives are correctly interpreted, communicated and implemented.
- Keeps the council advised of significant matters and responds to council inquiries and requests.
- Works with the advisory commissions and boards to coordinate their activities with elected officials.
- Acts as Executive Director of Economic Development Authority
- Serve as the Emergency Management Director.
- Represents the city on various boards and agency commissions, such as the West Metro Fire Rescue District Board of Directors, CCX Media, and Joint Water Commission.
- Ensures that citizen requests and concerns are effectively and efficiently responded to and resolved, cultivates positive relationships with city staff, residents and businesses.
- Prepares and submits a preliminary annual budget, administers the adopted budget and long term plan. Monitors revenues and expenditures for fiscal control, effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Authorize all purchases and expenditures.
- Provide for independent audits of city financial operations.
- Responsible for risk management including annual insurance coverage and renewal, and claim management.
- Direct the operations and manage all departments of the city through the senior staff to achieve goals within available resources, plans and organizes workloads and staff assignment, trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
- Appoints and removes all city personnel; supervises and assesses performance of all department heads and other direct reports.
- Directs implementation of employment policies, practices, staff compensation and benefit plans and takes an active role in labor negotiations.
- Holds employees accountable to personnel policies and labor agreements as well as perform disciplinary action as prescribed in labor agreements, personnel rules and regulations.
- Respond to media inquiries through the preparation of news releases and other methods of public information.
- Deliver presentations on behalf of the city at various official functions.
- Testify at legal proceedings or before legislative bodies.
- Ensures a safe and healthy work environment and conducts business in a safe manner.
- Perform other duties as assigned or needed.

KNOWLEDGE SKILLS AND ABILITIES

Communications: Must have the ability to express oneself effectively both orally and in writing. Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and its operations to management and the public. Must have ability to give effective presentations at public meetings.

Decision Making: Must have the ability to manage an operation with diverse functions and to evaluate organization and management procedures and make recommendations for improvements. Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives.

Interpersonal Relationships: Must be consistent in dealing with people; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to establish and maintain effective and respected working relationship with the mayor and city council, department heads, employees, commissioners and the public. Must have ability to work as a team member in the department and organization. Must have ability to direct and coordinate group efforts of building cooperation and consensus among and with diverse groups.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively, including prioritizing work.

Technical Knowledge: Must have sound working knowledge of: the organization of city government and the functions of all divisions and departments; authority of outside governmental agencies; principles and practices of public and municipal administration; budgeting procedures and public financing. Must have knowledge of role/authority relationships between elected and appointed officials. Must have knowledge of mediation/negotiation principles. Must accurately administer and follow city codes, state statutes, and other technical data needed.

PHYSICAL REQUIRMENTS

This work requires the regular exertion of up to 25 pounds of force and frequent exertion of up to 10 pounds of force; work frequently sitting and occasionally requires speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

MINIMUM QUALIFICATIONS

- Ten years of progressive public administration experience in municipal government or related field.
- Bachelor's degree in public administration or related field.

DESIRABLE QUALIFICATIONS

- More than ten years experience in municipal government or related field.
- Masters degree in public administration or related field.

SUPERVISION OF OTHERS

Responsible for all employees of the city.

RESPONSIBILITY FOR PUBLIC CONTACT

Considerable public contact in all areas of work.

Last Updated: July 2022

Position Description Approved:

By _____ Date _____
Mayor

By _____ Date _____
City Manager

By _____ Date _____
Human Resources

Receipt of Position Description

By _____ Date _____
Employee