

# **POSITION DESCRIPTION**

## **City of Mound**

<b>Title:</b>	City Manager
<b>Department:</b>	Administration
<b>Status:</b>	Full-time – Exempt
<b>Accountable to:</b>	City Council
<b>Date of revision:</b>	October 2015

### **SUMMARY OF POSITION**

This is a professional, managerial position operating under the context of the Council-Manager form of government. The City Manager is appointed by the Mayor and City Council and oversees the operation, programs and personnel of all City departments to ensure efficient municipal services. The City Manager is the head of the administrative branch and is the chief administrative officer of the City. The City Manager develops and issues administrative rules and procedures necessary to ensure proper functions of all departments and all duties and responsibilities granted by law, City Code, and the City Administrative Code as they relate to operations and administration.

The City Manager shall have the authorities, duties and responsibilities conferred upon the City Manager by State Law/Optional Plan B form of government and the City Code as established by the City Council. The City Manager is charged with being a resource and advising the Council regarding policy decisions. The City Manger will operate with considerable discretion in administrative functions and implementing the policies of the Council and perform high level and professional work in directing and supervising the administration of the City.

### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The City Manager is the chief executive officer for the City Council, responsible for coordinating the administration of all City departments in developing and implementing programs, policies and directives.
2. Coordinates the activities of the Council, including setting meetings, preparation of agendas and attendance at regular meetings, special meetings, workshops, and official activities.
3. Directly responsible to the council for the enforcement of all ordinances, regulations and policies of the local, state and federal government which may apply within the boundaries of the City of Mound. Plans and carries out of all capital improvement projects and service programs; serves as chief project and program director for the City.
4. Advises the council on matters of governmental and public policy which are pertinent to municipal operations; makes presentations, participates in discussions and implements City Council decisions.

5. Provides leadership and direction to all departments in the development of short- and long-range goals established by City staff and by the City Council.
6. Ensures effective management of City's funds and assets, including effective investment of available funds, proper accounting practices for control of the financial assets, and provide long and short-term financial planning. Identifies appropriate service levels to balance customer needs and wishes with budgetary limitations.
7. Coordinates and directs department heads in the development, presentation and administration of the annual operating budget and capital improvements budgets, and oversees the administration of all departments and divisions to plan and coordinate activities and follow-up to ensure the effective provision of services to the public.
8. Authorizes purchases and expenditures; signs agreements, contracts and related documents as representative of the City.
9. Works with the City Attorney, giving work direction, monitoring work, and coordinating work with departments needing legal assistance or advice. Stays current with legal and compliance issues and trends that may impact City operations directly or indirectly.
10. Ensures the development of an effective municipal organization; makes recommendations to the City Council regarding any changes to the organizational structure of the City and makes or recommends staffing or administrative changes to maintain the most efficient government.
11. Culture a management team that supports each other, that learns from each other, and deliberately share accountabilities for overall efficient and professional municipal management.
12. Appoints, disciplines, promotes, demotes and terminates those in the employ of the City, when in the best interest of the City, subject to procedures, statutes, regulations and contractual agreements.
13. Ensures performance evaluation of all regular full-time, regular part-time and consulting personnel, and oversees employee development.
14. Ensures that customer complaints and public contacts are handled effectively.
15. Negotiates contracts with unions, private individuals and organizations, surrounding municipalities and other governmental units.
16. Serves as spokesperson for the City in public settings or when communicating with the public media. Acts as the City's representative and serves as a liaison with other governmental agencies, citizens and community groups. Participates in and supports civic organizations; ensures public relations with community groups.

17. Liaison to the Board of Directors of the Spirit of the Lakes Festival, having necessary oversight of the City facilities, infrastructure and staff in connection to the festival.
18. Serves as Director of the Housing and Redevelopment Authority (HRA).
19. Serves a principal role in guiding or executing communications, which includes, but is not limited to, the City newsletter and the City web site and keeping key legislative contacts informed in a manner that advances the City's interests.
20. Assure the safety and safety awareness of the employees within the employ of the City.
21. Performs other duties that are consistent with the position and as may be assigned by the City Council.

## **B. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of the principles and practices of public administration; thorough knowledge of the methods of administration as applied to the management of local municipal divisions and departments.
2. Knowledge of the principles of governmental accounting, budgeting, human resources, public works, public safety and community development.
3. Knowledge of supervisory practices and skills required for positions supervised.
4. Ability to direct the work force and delegate work effectively.
5. Ability to perform general administrative work.
6. Knowledge of current leadership and organization structure theories and management.
7. Ability to exercise sound judgment and discretion in developing and planning for the implementation of city programs.
8. Ability to develop and install administrative procedures for municipal operations and to evaluate their effectiveness.
9. Knowledge of community development related to commercial, residential and economic projects to include tax increment financing and similar regulations.
10. Ability to communicate effectively, professionally and maintain positive working relationships with co-workers, elected officials, members of the public, civic organizations, other governmental units, municipalities, and outside agencies.

11. Familiarity with computer applications.

**C. MINIMUM REQUIREMENTS**

1. Bachelor's degree in Public Administration, Business Administration, or closely related field
2. Five-plus years of experience in municipal management in a city smaller than Mound or as an Assistant Manager in a larger city
3. Experience in a supervisory capacity
4. Experience in public relations matters and communications

**D. DESIRED QUALIFICATIONS**

1. Master's degree in Public Administration, Business Administration, or related field
2. Experience in long-term strategic and capital planning
3. Experience in dealing with the media
4. Experience in labor issues and contract negotiations
5. Experience in downtown development or redevelopment

**E. TOOLS AND EQUIPMENT USED**

Multiple line telephone system, computer hardware and software, and copy machine with scanner.

**F. WORK ENVIRONMENT**

Work space is contained in a climate controlled, smoke-free, temperature controlled office environment. Furniture, equipment, and filed records are contained within the office. Business travel on a local, regional and national basis is an expected part of the position. Attendance at evening/off-hours meetings is required.

**G. PHYSICAL DEMANDS (\* = ESSENTIAL TO JOB)**

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|-----------|---|
| *Sight    | reading market value reports  |
| *Hearing  | answer questions from the public both in person and over the phone                                    |
| *Speech   | verbally communicate with the public both in person and over the phone                                |
| *Feeling  | manipulate or operate objects, tools, or controls   |
| *Standing | at the service counter, copy machine, and/or retrieving various documents; doing public presentations |
| *Sitting  | at workstation  |

- \*Repetitive movements with hands and wrists on the keyboard
- \*Grasping operating writing instruments
- Walking to and from the service counter, copier, and offices of others
- Lifting occasional changing of printer and copier paper, transporting supplies to work area
- Reaching retrieving supplies
- Pulling/pushing opening file drawers and other compartments
- Twisting/turning retrieving information or supplies
- Kneeling accessing supplies

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:

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Mayor

Date