

Classification Specification

Classification Title: City Manager
Job Code: 01011
Pay Grade: FT84
FLSA Status: Exempt
Department/Job Family: City Manager/Administration
Reports To: City Council
Dept. Approval:
Date:
HR Approval:
Date:

SUMMARY

Plans, directs and reviews the overall activities and operations of the City of Irving; coordinates City activities with other outside agencies and organizations; and provides highly responsible and complex administrative support to the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops, plans, and implements City goals and objectives following City Council policy; develops, recommends and administers ordinances, rules, regulations, policies and procedures.
- Coordinates City Activities with outside agencies and organizations; provides highly responsible and complex administrative assistance to the City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the City's annual and long range work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Oversees the development and administration of the annual City budget; directs the forecast of funds needed for City staffing, equipment, materials, supplies, facilities and activities; monitors and approves expenditures; implements midyear adjustments.
- Participates with and advises a variety of boards and commissions; attends and participates in professional groups and committees; presents ideas and plans for the City to the City Council.
- Directs the selection, training, motivation and evaluation of personnel; develops staff training procedures; works with City staff to correct deficiencies; reviews and implements discipline and termination procedures as necessary.
- Provides and collects information to and from the City Council, various boards, commissions, and committees; coordinates projects and activities with respective organization or group; negotiate solutions within policy guidelines; makes recommendations on policy changes as needed.
- Appoints the management and professional staff of the City; evaluates managerial performance; ensures departmental programs and activities conform to City Council policy and sound management practices.
- Assures the financial integrity of the City organization; directs the development and implementation of financial systems and controls.

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- Attends all meetings of the City Council; provides professional staff assistance; oversees the development of the City Council agenda; makes recommendations concerning matters before the City Council; advises the City Council on the financial condition of the City.
- Directs, supervises and develops the City's administrative work plan; assigns and delegates work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

OTHER DUTIES AND RESPONSIBILITIES

- Responds to and resolves difficult and sensitive citizen inquiries and complaints having an impact upon the public image of the City.
- Represents the City before the public during public activities and functions; strives to maintain good public relations between citizens and the City.
- Represents the interests of the City and the policy position of the City Council to other agencies of government, private industry and the public.

SUPERVISORY RESPONSIBILITIES

Manages all City employees in accordance with the City Charter. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION

Master's degree (M. A.) or equivalent, major course work in public administration, business administration, engineering, or related field

EXPERIENCE

Ten years experience in municipal management, public administration that includes executive level administrative and supervisory responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.