

## **CITY MANAGER**

### DEFINITION

To administer, provide direction, oversee and review the overall activities and operations of the City of San Pablo including to implement municipal policy as established by the City Council, develop the City-wide budget and oversee City financial planning, act as a City government liaison between the residents and the City government; ensure required regulatory compliance of activities of the City, coordinate and oversee activities of the City departments including interactions in cross-jurisdictional issues involving other City Managers, public officials and outside agencies; and to advise and assist the City Council.

### SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the San Pablo City Council.

Exercises direct supervision over City management and supervisory, professional, technical and administrative support staff assigned to the City Manager's office.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Administer, oversee, provide direction and continuously monitor, evaluate and review the overall activities and operations of the City; establish administrative goals and objectives; identify areas of City service delivery in need of improvement; direct and implement programmatic and service delivery changes as needed.

Attend City Council meetings; advise City Council of issues, situations, program progress and present and future needs of the City, provide executive-level assistance to the City Council; implement municipal policy as established by the City Council; respond to City Council inquiries; direct needed research and prepare and/or present various reports to City Council; ensure that Council directives are carried out and all City ordinances are enforced.

Represent the City to other public agencies, community-based organizations, elected officials, outside agencies, the media and other entities; act as a City government liaison between the residents and the City government; meet with citizens, local businesses, community groups and attend professional meetings.

Develop, prepare and propose the City annual budget; implement financial planning measures and processes including long-term plans for capital improvements with plans for their financing; approve the forecast of additional funds needed for staffing, equipment, materials and supplies; approve major expenditures; authorize mid-year budget adjustments.

Coordinate and oversee interactions in cross-jurisdictional issues involving the City departments and other City Managers, public officials and outside agencies on issues that affect the local,

regional and State on municipal management and local government functions.

Ensure required compliance programs of regulated activities of the City are functional and in operation.

Interpret, analyze and explain policies, procedures and programs.

Confer with Department Heads and/or the Assistant City Manager (Personnel Administrator) and others concerning administrative and operational problems; request information or research; direct the investigation of the most difficult, sensitive, significant and controversial issues including public complaints and staff or service-related problems; make or approve appropriate decisions and recommendations; ensure resolution of issues and complaints.

Coordinate training programs; coordinate with the Assistant City Manager (Personnel Administrator) to authorize hiring, termination and discipline of City personnel; motivate and evaluate Department Heads and assigned staff; maintain discipline and high standards necessary for the efficient and professional operation of the City.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of modern municipal government, management, administrative procedures, organizational development and related functions.

Current social, political, and economic trends and operating problems of municipal government.

Principles and practices of effective public relations, interrelationships and effective public speaking techniques used with community groups, outside agencies, private businesses, City Council, employees and residents.

Principles and practices of municipal government finance management, revenues and resources, cost control methodology, budget preparation and administration.

Principles and practices of personnel management, training, performance evaluation, leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules, ordinances and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Ability to:

Administer, oversee, review, plan, direct, and coordinate the administration and operations of City-wide programs and the work of the departments of the City of San Pablo.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop, prepare and administer City-wide budgets, allocate resources, administer and direct cost control measures, and oversee financial long-range plans and programs to meet City needs.

Make effective public oral presentations and analyze, interpret, summarize, and present administrative and technical information and data to individuals or groups.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, administer and apply a variety of City policies, programs, procedures, rules, ordinances and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge

and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in a municipal organization, involving the responsibility for planning, organization, implementation and supervision of varied work programs; including three years of administration and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field. A Master's degree is preferred.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

REVISED: JUNE 2003; FEBRUARY 2019  
FLSA: EXEMPT