



## **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

### **CITY MANAGER**

#### **DEFINITION**

Under broad policy guidance and direction of the City Council, the City Manager functions as the City's Chief Administrative Officer; directs the City's policies and programs; and provides professional and non-partisan administration within the framework of the law and policy as established by the City Council.

#### **DISTINGUISHING CHARACTERISTICS**

The City Manager is the ultimate administrative authority over City Staff, finances and operations. This position enforces and administers the provisions of laws and ordinances governing the City, directs all activities of City departments, supervises departments heads and other subordinate personnel. The duties of this position are performed with wide latitude of action in planning and directing municipal functions so as to establish and maintain effective management of the administrative affairs of the City.

#### **ESSENTIAL DUTIES**

The duties assigned include, but are not limited to, the following:

- Enforce all laws, policies, and procedures of the City, and assure the proper performance of all franchises, contracts, permits, licenses, and privileges granted by the City Council.
- Reports to and advises the City Council on pertinent local government problems.
- Supervise and provide administrative direction to all department heads and employees; review departmental programs and provide general leadership and direction thereto.
- Exercise control over methods and procedures of City operations; consolidate, combine, or reorganize departments.
- Direct the preparation of plans and specifications for work the City Council requests.
- Prepare and submit the annual City budget to the City Council; administer budget after adoption.

- Prepare capital improvement plans, special reports, and related documents.
- Advise the City Council of the City's financial condition and financial requirements.
- Participate in conferences with other governmental agencies to arrive at solutions to mutual problems.
- Advise and provide general leadership to civic organizations dealing with situations affecting the City's welfare; address business and other citizen groups on city needs and problems.
- Attend all meetings of the City Council, and attend other meetings related to the City as necessary in the performance of City duties.
- Exercise general supervision over all public buildings and other public property under the control and jurisdiction of the City Council.
- Investigate the operation and performance of the City and all complaints concerning the administration of City government.
- Establish, maintain and foster positive and harmonious working relationships with City staff, other public and community organizations, and the public contacted in the course of work.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of**

Theories, principles, and practices of public administration, management, and finance.

The scope and function of municipal finance, human resources, public works, public safety, and community development.

Methods and techniques of municipal budgeting.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Proper English, spelling, grammar, and punctuation use, and business letter writing.

Modern office practices, procedures, methods, and equipment.

**Ability to**

Deal effectively with community groups, civic leaders, private agencies, and the public.

Lead and provide direction to an entire municipal organization.

Understand the organization and operation of the City and outside agencies that assume assigned responsibilities.

Select, supervise, train, and evaluate management personnel.

Delegate authority and work assignments.

Communicate effectively, orally and in writing.

Prepare and present complex oral and written reports.

Analyze complex issues and execute timely decisions.

Understand and implement City Council directives.

Travel to various sites and operate a motor vehicle safely.

**Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's Degree in public administration, business administration or related field is preferred. Five years of progressively responsible experience in developing and administering municipal services and functions, including two years of management experience as a City Manager or Assistant City Manager; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

**Licenses:**

Possession of a valid California Driver's License and a safe driving record at appointment is required.

**Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

**Tools and Equipment:**

Personal computer, including word processing, spreadsheet, electronic calendar, power point software programs; calculator, telephone, fax, copier, postage machine and other modern office equipment as necessary.

**SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration 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.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*