Class Title: City Manager

FLSA Status: Exempt – Grade 823

BRIEF DESCRIPTION:

The City Manager is the chief administrative officer of the City and is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of the City. The City Manager coordinates programs, services, and activities among City departments and with outside agencies; ensures the financial integrity of the municipal organization; and represents the City's interest to the general public, other agencies, levels of government, and other outside interests. The City Manager provides highly responsible and complex policy advice and administrative support to the Mayor and City Council and exercises direct supervision over management, professional, and clerical staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

The City Manager shall:

- See that all laws, provisions of the City Charter, and ordinances or other acts of the City Council, subject to enforcement by the City Manager, or by officers subject to his/her direction and supervision, are faithfully executed, enforced and administered.
- Appoint, suspend or remove any employee of the City not otherwise appointed by City Council as provided for in the City Charter.
- Attend all meetings of the City Council, take part in discussions and recommend Council action as appropriate.
- Prepare the annual budget and submit it to the City Council for consideration and adoption and be responsible for its administration after its adoption.
- Advise the City Council of the City's financial condition and recommend appropriate fiscal measures; report on program progress and recommend adjustments to achieve established goals; and identify present and future needs and recommend actions to address them.
- Perform such other duties as may be prescribed by the Charter or required of him/her by the City Council.
- Manage, as administrative head, all employees of the City that do not report directly to City Council; confer with directors, department heads, managers and other City staff concerning administrative and operational problems and make appropriate decisions or recommendations.
- Establish and adjust salaries and compensation for all employees not appointed by City Council in accordance with a compensation plan approved by the City Council.
- Assure that all terms and conditions imposed in favor of the City in any contract are faithfully kept and performed, taking appropriate action to address any violation; sign contracts for which neither competitive bidding nor another procurement method are required by state law, as such laws may hereafter be amended.
- Make certain that City Council is kept informed and updated on all matters requiring Council consideration or implementation of policy; maintain open lines of communication between City Council, City staff and other parties and entities to promote an open and transparent City administration.
- Oversee the City's daily operations by managing all City departments as well as all outsourced functions and services of the City (except those departments, functions or services for which other provisions are made by Charter or applicable law or contractual agreement); be responsible for all City

activities, programs and services including directing development and implementation of goals, objectives, policies and procedures and ensuring that City goals and priorities are achieved.
- Review and evaluate programs, service delivery methods and systems within the City, including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Maintain professional knowledge through contact with other cities and participation in professional organizations.
- Monitor payment of all funds drawn from the City treasury and approve for purchase all major items within the limitations of the City Charter, City ordinances or other applicable laws.
- Delegate assignments to department heads in accordance with the general needs and services of the City.
- Direct the implementation, maintenance and enforcement of City policies and practices as prescribed by the City Council and address the City Council on behalf of City staff.
- Respond to requests and/or issues relevant to the City's interests.

Knowledge of:
- Operations of local government, public finance and related laws.
- Personnel, budget and related central services, especially in local government.
- Principles and practices of public administration, organization and functions of municipal government, laws and regulations regarding city management, municipal contracts for public services, program and policy analysis/design/implementation/evaluation.
- Application of technology to improve local government transparency, accountability and service delivery, including experience with management software systems

Skill in:
- Planning, programming, budgeting, personnel administration/staffing and management, program and policy design, evaluation, implementation and analysis.
- Strategic envisioning of the City's long-range objectives, needs, and challenges.
- Clear and concise oral and written communication.
- Computer literacy, including familiarity with Microsoft Office products.

Ability to:
- Simultaneous oversight of multiple complex projects, dealing effectively with various constituencies including elected officials, City staff, and the public.
- Quickly grasp complex concepts and be able to explain them to a layperson.
- Engender confidence and respect necessary to build, nurture, and lead a team of fellow professionals.

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree in public or business administration, management or similar discipline, or another professional or technical field related to a major function of local government. **Preferred:** A Master's degree is preferred.
Experience	A minimum of 10 years of progressively responsible experience in municipal government, including at least 5 years in a management or leadership role with experience supervising director-level staff.
Other Requirements	Valid Texas driver's license.

OVERALL PHYSICAL STRENGTH 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.

Tasks involve the ability to exert light physical effort in a sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require visual and sound perception and discrimination and oral communication ability.

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	When working with other employees
Sitting	F	At desk and during meetings
Walking	F	To and from other offices and departments
Lifting	R	Files, books, office supplies
Carrying	R	Files, books, office supplies
Pushing/Pulling	R	File drawers, doors
Reaching	O	For the telephone and files
Handling	O	Files and paperwork
Fine Dexterity	F	Using computer keyboard, telephone keypad, when writing
Kneeling	R	Retrieving items from lower shelves
Crouching	R	Retrieving items from lower shelves
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading various documents and viewing computer monitor
Hearing	C	Listening to other employees and citizens
Talking	F	To other employees and citizens
Foot Controls	R	When driving
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Telephone, computer and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Respiratory Hazards	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	
Electrical Hazards	N	Noise and Vibration	N	Shop	
Fire Hazards	N	Wetness/Humidity	N	Vehicle	
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	N			Other (see 2 below)	
Physical Danger or Abuse	N				
Other (see 1 below)					

(1) N/A
(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:
None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	

(3) N/A

ESSENTIAL SERVICES REQUIREMENTS:
Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Webster's citizens per the City's Emergency Services Guidelines.

SIGNATURE:

I have reviewed this job description and can perform the essential functions of the position.

Signature of Employee	Date

Job Title of Supervisor	Signature of Supervisor	Date

Job Title of Department Head	Signature of Department Head	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.