

January 1, 1996
Revised: February 7, 2001

CITY OF DAVIS

CITY MANAGER

DEFINITION

To coordinate the overall administrative activities and operations of the city; and to advise and assist the City Council, exercising independent judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over department heads and the City Manager's Office staff.

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

Select, supervise, train, and evaluate staff.

Coordinate the overall administrative activities and operations of the city.

Direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Direct and participate in the preparation and administration of the city budget.

Oversee preparation of long-term financing plans.

Confer with department heads concerning administrative and operational problems; make appropriate decisions and recommendations.

Prepare and submit to the City Council reports on administrative activities; keep City Council advised of financial conditions, program progress, and present and future needs of the city.

Oversee the enforcement of all city ordinances.

Direct the preparation of plans and specifications for work which the City Council orders; coordinate master plan studies for major city facilities.

Interpret, analyze, and explain policies, procedures, and programs.

CITY OF DAVIS
City Manager (Continued)

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of city concern.

Respond to the most difficult complaints and requests for information.

Serve as Executive Director of the Davis Redevelopment Agency; coordinate development and implementation of economic development plans; negotiate major development projects, agreements and revenue sharing agreements with the County.

Supervise the activities of the City Clerk.

Coordinate city activities with other governmental agencies and outside organizations.

Perform all duties as may be prescribed by City Council action; implement City Council policies in the spirit with which they were approved.

Oversees, directs, and supervises the preparation of all phases of the city's emergency plan.

Directs and evaluates emergency preparedness functions and programs; directs the study and analysis of vulnerability to disaster and response capabilities; develops and implements disaster mitigation plans and programs.

Confers with State and Federal emergency planning representatives in supporting city emergency services activities.

Plans, directs and critiques disaster training exercises to test all elements of the city's emergency plan.

Assures conformity of city emergency preparedness programs with Federal and State requirements.

Represent the city to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

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

CITY OF DAVIS
City Manager (Continued)

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern municipal administrative methods and procedures, organization, and functions.

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

Applicable federal and state laws, rules, and regulations regarding local government operations.

Emergency operation procedures.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Ability to:

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

Provide effective leadership and coordinate the activities of municipal organization.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

CITY OF DAVIS
City Manager (Continued)

Serve effectively as the administrative agent of the City Council.

Select, supervise, train, and evaluate staff.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in municipal government, management and administration.

Training:

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

