

City of Crescent City Manager/Public Works Authority Manager Job Description

Exempt: Yes
Department: Administration
Reports To: City Council
Location: City Hall
Date Prepared: May 9, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under general policy guidance from the City Council, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the City of Crescent; serves as the top appointed executive in the City, responsible for carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and annual budget; ensures City government operations and functions effectively serve the needs of Crescent residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume full management responsibility for all City of Crescent operations, services and activities including the departments of Public Works, Public Utilities, Administration, City Attorney, Municipal Court, Library, Parks, Police and all-volunteer Fire; recommend and administer policies and procedures.
2. Manage the development and implementation of the City goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the City of Crescent work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate department directors; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

9. Represent the City to other elected officials and outside agencies; coordinate City activities with those of other departments and outside agencies and organizations.
10. Provide staff support to assigned boards and commissions.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public management and administration.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform related duties and responsibilities as required.
14. Must have acceptable attendance and be able to work well with people.
15. Any specific requirements that are stated in the employment contract or "letter of offer of employment".
16. Safety for oneself and others is a primary responsibility of every employee.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive City management program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the City of Crescent.
- Identify and respond to community and City Commission issues, concerns and needs.
- Develop and administer, departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment.

- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. Five years of increasingly responsible experience in a public agency or in business management.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.