

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: City Manager

Department: City Management, Administration

FLSA:

Grade:

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Council President

Subordinate Staff: Administrative Assistant; Department Heads

Other Internal Contacts: All City Departments; All City Employees

External Contacts: General Public; Civil Service Board; Elected and Appointed Officials from Other Cities and Counties; Banks and Financial Institutions; Civic and Community Groups; Public Credentialing and Professional Organizations; Healthcare Organizations; Law Enforcement Agencies; Media Sources; Attorneys; the State Attorney General's Office; Alabama League of Municipalities (ALM); Alabama Department of Revenue (DOR); Emergency Management Agencies (EMA); Vendors and Businesses; Consultants; Schools; Local Colleges; Insurance Companies; Bond Companies; Land Developers and Realtors; Community and Economic Developers; Courts and Court Officials

Job Summary

Under the administrative direction of the City Council President, the City Manager manages and supervises the administrative areas of City government and provides day to day direction and management to all City departments. The position requires initiative and ability to make independent judgments. The employee must be able to delegate a variety of duties to a variety of different entities on a daily basis. The position requires knowledge of complex areas and must be able to draw upon external areas of expertise such as consultants with expertise in varying areas, attorneys in specialized fields (e.g., bond attorneys and management relations), various agencies (e.g., Alabama League of Municipalities), colleges and universities, external auditors and investment bankers. The work involves planning, developing, and carrying out vital administrative processes and programs which are essential to the operations of the City and affect large numbers of people on a long-term or continuing basis. This job requires knowledge and skill in planning, organizing, determining impact and consequences, and in obtaining consensus and support. Latitude in making decisions and in methods of approach and implementation are afforded this employee. The job requires obtaining support of the public and maintaining positive public relations. Management of the City functions in accord with legal requirements, solid financial practices, as well as with priorities established by the City Council are essential. The job classification is identified as security-sensitive and subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Management of the City. Performs managerial duties to include overseeing all City operations, acting as a point of contact for the City, planning and coordinating events, and acting as an advisor to ensure the efficient and effective operation of the City.

1. Serves in the capacity of City Manager.
2. Manages and provides oversight of the City's operations.
3. Provides responsible leadership and directions; makes decisions.
4. Coordinates and maintains communication with the City Council and the Mayor.
5. Prepares for and attends City Council meetings.
6. Develops and presents reports and documents for the City Council's consideration.
7. Accurately represents priorities, programs, initiatives, and fiscal matters, approved by the Council to employees and the citizenry.

8. Maintains open lines of communication with the Council, and department heads.
9. Meets with the media, civic organizations, schools, and organizations; discusses needs and initiatives.
10. Works actively to achieve consensus among stakeholders.
11. Plans, coordinates, collaborates to accomplish initiatives, special projects, and events for the City.
12. Works with community and economic developers; businesses and industries to both locate in the City and continue to operate within the City.
13. Researches important issues; considers and weighs impacts on the City.
14. Addresses emerging issues and problems presented to the City; works with appropriate individuals, departments, and organizations to prevent, mitigate, and resolve issues. Anticipates and prevents occurrence of problems when possible.
15. Advises the City Council on the status of various issues impacting the City; recommends appropriate courses of action.
16. Develops, plans, and implements policies, procedures, and processes.
17. Ensures processes are consistent with best and standard practices for municipal management.
18. Ensures appropriate supports and protections are in place for the City and properties, including insurance, leases, and safety measures, and adherence to codes and ordinances.
19. Maintains on-going efforts to ensure that City infrastructure is safe and up-to-date, meeting requirements and standards.
20. Drives and walks throughout the City to attend events, meetings, and programs.
21. Earns and maintains professional credentials and certifications.

ESSENTIAL FUNCTION: Fiscal Responsibilities. Oversees financial matters of the City to develop budgets, establish processes, ensure accuracy and compliance with federal and state laws.

1. Serves as the chief financial officer for the City.
2. Ensures all financial matters adhere to all federal and state requirements for municipalities.
3. Coordinates actions with the Finance and Purchasing Departments as appropriate.
4. Maintains communications and information.
5. Communicates and engages with banks, financial institutions and bond companies.
6. Establishes processes for annual budget planning and hearings.
7. Works with the department heads to plan and develop departmental budgets.
8. Submits annual budgets to the City Council for consideration and approval.
9. Submits financial data/status to the City Council on a monthly basis.
10. Ensures operations and expenditures are made within approved budgets.

11. Approves expenditures.
12. Facilitates and provides support to departments applying for grants and funding.
13. Ensures applications are complete, accurate, and represent the City appropriately.
14. Oversees the management of all grants received.
15. Considers and approves all contracts made with the City.
16. Considers necessary purchases made as exceptions to the approved budget.
17. Ensures currency and accuracy of financial data being utilized and maintained.
18. Ensures records, documents, and reports are established and maintained, and that designated information is presented to the state as required.
19. Ensures processes and mechanisms are in place and that accounts receivable and payable functions occur in a timely manner.

ESSENTIAL FUNCTION: Oversight and Supervision. Oversees the supervision and compliance of City Departments.

1. Serves in the capacity of “appointing authority” for the City.
2. Coordinates and provides oversight among the Civil Service Board and the Human Resource Department functions.
3. Communicates all expectations, goals, and requirements in a clear and direct manner; discusses with each department head.
4. Receives, considers, and acts on complaints and problems presented by department directors and employee.
5. Participates in problem resolutions and grievance processes.
6. Considers and ensures appropriate resources and staffing for City services.
7. Receives and considers requests for hiring, requests for new jobs, and for suspensions and terminations with cause.
8. Coordinates with department directors and the Human Resource department.
9. Considers requests for leave.
10. Ensures funding availability prior to the posting of each job vacancy.
11. Supervises the performance of each department head.
12. Holds subordinate employees accountable for accomplishment of established goals and progress being made toward those goals.
13. Ensures compliance with City requirements, policies, and procedures.
14. Ensures appropriate credentialing and requirements of department directors.
15. Participates in interviewing, hiring, and training of new department directors and employees.
16. Plans for regular meetings and communications with department directors.
17. Conducts annual performance appraisals on assigned employees.
18. Implements performance plans, as necessary.

19. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, issuing verbal and written reprimands, sending employees home on paid time for disciplinary infractions, and suspending or terminating individuals as appropriate.

ESSENTIAL FUNCTION: Strategic Management of Situations with Legal Implications. Researches and implements policies, practices, and solutions to minimize liabilities.

1. Implements processes, practices, policies, and procedures that are consistent with legal requirements.
2. Consults with the City Attorney regarding legal consequences of actions being taken, or proposed.
3. Researches options associated with legal implications for the City.
4. Makes decisions designed to protect the City and resources.
5. Ensures vulnerabilities and liabilities are identified and actions are taken to minimize impact on the City.
6. Conducts daily operations from a risk management perspective.
7. Informs and trains department directors on this perspective.
8. Holds department directors and employees accountable to minimize exposure to unnecessary risk, recognizing extenuating circumstances associated with public safety; fire and police.

ESSENTIAL FUNCTION: Public Relations Management. Acts as representative and source of contact for the City in order to provide and disseminate information, plan presentations and initiatives, and address the media.

1. Consistently represents the City in a professional and positive manner.
2. Serves as an official representative and spokesperson for the City. Identified as Public Information Officer for the City.
3. Plans, develops, and implements initiatives to improve the City's image.
4. Works with department directors and employees to release pertinent information to the public.
5. Writes press "copy" for distribution to media outlets.
6. Works with employees to prepare media packets as needed.
7. Plans and makes presentations.
8. Participates in special events and recognitions.
9. Addresses the media.
10. Welcomes dignitaries, visitors, businesses and industries to the City.
11. Participates in ribbon-cuttings, and other ceremonial events.
12. Provides mechanisms to inform the public of events and things of importance to the citizenry.
13. Ensures the accuracy of statements and information released to the media and public.

14. Ensures the City-owned and generated social media, website, and other communication devices and systems are up-to-date, accurate, and portray the City in a positive and professional manner.
15. Performs other related duties as necessary or required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties and important locations.
3. Knowledge of functions and organizational structure associated with the different forms of municipal governments.
4. Knowledge of federal and state laws associated with and impacting municipalities.
5. Knowledge of the functions and responsibilities of the job of city managers.
6. Knowledge of general procedures, rules and regulations of the office, including those related ones as defined in the Code of Alabama.
7. Knowledge of public administration and management theory and application.
8. Knowledge of the requirements and practices associated with public finance and budgeting.
9. Reading skills to comprehend legal documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
10. Verbal skills to communicate effectively with broad and diverse individuals including the general public, the mayor and city council, other elected and appointed officials, media services and outlets, and department directors/reports.
11. Writing skills to compose letters and documents, policy statements, and clearly and neatly complete reports, forms, and records using correct English, grammar, and punctuation.
12. Math skills to accurately perform calculations necessary work with City budgets, make projections, and reconciliations.
13. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
14. Skills to use computers and specialized software, including spreadsheets.
15. Skills to consider multiple sources, options, opportunities and implications regarding impacts on the City prior to making decisions.
16. Ability to establish priorities and action plans for self and others.
17. Ability to develop and function within budgets.
18. Ability to provide leadership to minimize risks and liabilities.
19. Ability to use computers and other methods to conduct research.
20. Ability to apply for grants and other funding; ability to manage grants.
21. Ability to provide guidance, coaching, counseling, and other methods to support the development of subordinate employees.
22. Ability to hold self and others accountable.

23. Ability to maintain confidential information.
24. Ability to consistently represent the City in a positive, professional manner.
25. Ability to effectively supervise subordinate employees.
26. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
27. Ability to plan, organize, coordinate and carry out work, engaging the work of others in a productive and effective manner.
28. Ability to solve problems and effectively address issues.
29. Ability to coordinate and collaborate work with others to accomplish established goals and projects.
30. Ability to drive.

Minimum Qualifications

1. Possess a master's degree from an accredited college or university in public administration or business administration.
2. Five (5) years of professional and progressive work experience in a municipal government.
3. Two (2) years of management experience and supervisory experience within a municipality or county government.
4. Current certification as a City Manager, with a professional organization; maintenance of the certification for the duration of employment. Attainment of this certification within six (6) years from hire date is required if certification is not current upon employment.
5. Documented professional work experience with public finance and budgeting.
6. Possess a current and valid driver's license; and be insurable.
7. Maintains call availability 24/7 for emergencies.
8. Ability to travel overnight, to attend meetings, conferences, and training programs.
9. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date