

Job title	City Manager
Reports to	City Council
Supervisory	City Clerk, Finance Officer, Community Services Administrator, Community Improvement Administrator/Executive Assistant
FLSA Status	Exempt
Revision Date	March 29, 2022

Job Summary

The City Manager serves as the chief administrative officer for the City and is directly responsible to the City Council for administration and operation of various administrative divisions and the execution of all Council policies. The position is also responsible for the preparation of the budget and for control of expenditures throughout the budget year.

Essential Functions

1. Assumes full management responsibility for all City operations and recommends and administers policies and procedures.
2. Directs the development and implementation of organizational goals, objectives, policies and priorities.
3. Establishes appropriate service and staffing levels; monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Represents City to all departments and outside agencies; coordinates City activities with those of other cities, counties and outside agencies and organizations; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration and management.
5. Plans, directs and coordinates, through staff, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
6. Reviews site plans and permit applications.
7. Assesses and monitors work load, administrative support systems and internal reporting relationships; identifies opportunities for improvement.
8. Advises the Mayor and City Council of various problems, including, but not limited to, community relations and municipal finance matters; meets with community leaders to discuss and resolve problems; provides staff assistance to City Council; prepares and presents staff reports and other necessary correspondence; attends and participates in all City Council meetings.
9. Explains, justifies and defends City programs, policies and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints, media inquiries, City Council concerns, issues and community needs
10. Appoints, suspend, demote, or dismiss employees under his jurisdiction.
11. Administers the Flood Insurance Program. Overall supervision of Emergency Management operations. Serves as Public Safety Director.

The duties and responsibilities described above are not a comprehensive list and that additional tasks may be assigned to the employee from time to time

Qualifications

Five (5) years or more progressively responsible experience in local government as a City Manager, Assistant City Manager, or related administrative position, or related experience

Bachelor's degree in Public Administration, Business Administration, or related field, or related experience

Master's degree preferred

Valid Florida Driver's License

NIMS Certification at appropriate level for position

Knowledge of operations, services and activities of a municipality, advanced principles and practices of public administration and pertinent Federal, State and local laws, codes, and regulations.

Knowledge of principles and practices of program development and administration and the ability to direct and manage the operations, services and activities of a municipality.

Knowledge of principles of supervision, training and performance evaluation and the ability to plan, organize and direct the work of staff.

Knowledge of principles and practices of municipal budget preparation and administration, and the ability to prepare clear and concise reports on complex administrative and financial matters.

Experience with floodplain regulations and Community Rating System.

Experience with site plan review and permitting.

Experience with Emergency Management/Operations for a coastal community.

Communication skills, both orally and in writing to identify and respond to community and City Council issues, concerns and needs as well as establish and maintain effective working relationships with those contacted in the course of work.

Ability to speak and write concisely explaining complex issues in an easily understood manner.

Ability to apply public relations and customer service skills.

Ability to maintain effective working relationship with department heads, Council members and the public.

Physical Environment

Prolonged periods sitting at a desk and working on a computer

Some standing, bending, stooping, walking required

Ability to lift up to 20 lbs as needed
