



CITY MANAGER

Department:	City Manager	FLSA Status:	Exempt
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GENERAL PURPOSE: Plans, coordinates, manages, and directs the operations and activities of the City of Corcoran; oversees the development and implementation of municipal plans, policies, and procedures; directs the implementation and administration of City programs and projects; represents the City to outside agencies and the media; responds to and resolves public inquiries and complaints; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs and oversees the day-to-day operations of the City Manager's Office and the Finance, Community Development, Public Works, Police, and Fire departments.
- Facilitates and ensures the delivery of high quality municipal programs and services to the community.
- Directs the development, implementation, administration, and review of City plans, policies, and procedures; establishes municipal goals, objectives, and priorities.
- Oversees the development and administration of the City's annual operating budget upon adoption by the City Council; monitors and authorizes expenditure.
- Directs the planning, implementation, and administration of municipal projects and programs in accordance with City Council goals and objectives.
- Advises and communicates with the City Council regarding operational issues, financial conditions, and the current/future requirements of the City.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with City policies, procedures, and applicable regulatory requirements.
- Directs and coordinates the City's personnel function including recruiting, benefits administration, compensation, and labor relations.
- Oversees the City's Community Development functions pertaining to planning, building, code enforcement, and grant administration; provides for the administration of the Redevelopment Agency.
- Directs the activities of the City's various Public Works divisions including Water, Wastewater, Storm Drain, Transit, Streets, and Parks and Buildings.

JOB DESCRIPTION

City Manager

- Responds to public inquiries regarding various municipal matters including those of a complex and/or sensitive manner; addresses and facilitates the timely and effective resolution of citizen complaints.
- Serves as a representative of the City to outside agencies, other governmental entities, community organizations, and the media.
- Attends and participates in a variety of meetings; serves on boards and committees as assigned or appointed.
- Prepares, reviews, and maintains a variety of administrative and financial records, reports, and documentation.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Business Administration, or related field; AND five years experience directing local government operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City operations, policies, and procedures.
- Principles and practices of public administration.
- Regulations and standards governing municipal operations.
- Current social, political, and economic issues impacting municipal government.
- Various types of municipal programs and services.
- Processes for developing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Directing and overseeing all aspects of the City's day-to-day operations.
- Facilitating the development and implementation of municipal plans, policies, programs, and projects.
- Responding to complex and/or highly sensitive public inquiries and complaints.
- Representing the City to outside agencies and the media.
- Developing, administering, and monitoring municipal budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.