

**CITY OF MOAB
JOB DESCRIPTION**

Class Title: City Manager
Department: Administration
Division: Administration

Class Code:
Pay Grade: E5
Effective Date:
Date Revised: 3/21/97

GENERAL PURPOSE

Performs a variety of professional, administrative, and managerial duties related to planning, directing and controlling the administrative processes necessary to carry out the effective operation of the City.

REPORTING RELATIONSHIPS

Supervision Received: The City Manager works under the broad policy guidance and direction of the governing body of the City of Moab.

Supervision Exercised: The City Manager provides broad policy and general guidance and direction to department heads; provides close to general supervision to personnel in the administrative department.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations and internal affairs of the City; develops policies, procedures and processes as needed to implement the decisions of the City Council; performs and directs research on issues, policies, and political developments; advises and appries the governing body as needed; approves recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the City as needed to assure integrity of operations and prevent impropriety.

As Chief Executive Officer, assumes responsibility for full and effective utilization of City personnel by establishing overall departmental objectives, priorities and standards; serves as final hiring authority for all non-exempt and most exempt City positions; acts as Personnel Director; monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments.

Manages the preparation and administration of the City's budget; submits budget and capital improvement programs to the Mayor, Council and department heads; monitors overall fiscal activity of the City to assure compliance with established budgets; appraises City Council regarding ongoing financial status of the City.

Directs City operations through subordinate department heads; coordinates City-wide management activities and facilitates implementation strategies; conducts program evaluations; coordinates with department heads to implement changes in City policy and processes; appraises City Council members of emergencies.

Attends and/or conducts various City meetings; advises City boards and commissions; attends City Council meetings; proposes alternatives and options; makes recommendations; solicits legal responses and positions from the City Attorney.

Represents the City as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Develops State-of-the-City reports; issues public statements to the press and responds to questions from the press related to City management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities.

Serves as arbitrator or adjudicator of complaints filed against or between City employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

Exercises general supervision over public property under the jurisdiction of the City.

Performs related duties as required.

MINIMUM QUALIFICATIONS

A. Education and Experience

1. Graduation from an accredited college with a Master's degree in business or public administration or related field

AND

2. Five (5) years of progressively responsible experience in municipal management

OR

3. An equivalent combination of education and experience

B. Required Knowledge, Skills and Abilities

1. Thorough knowledge of management theory, methods and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments, including state and Federal sources. Considerable knowledge of state laws as they apply to city management practices; human resource management practices and procedures.
2. Considerable skill in resolving disputes and complaints from the public.
3. Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between the governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively orally and in writing; establish and maintain effective working relationships with the Mayor and City Council, department heads, intergovernmental agencies, employees and the public.

C. Special Qualifications (Licenses, Certifications, etc.)

Upon employment, must possess a valid Utah driver's license.

D. Work Environment and Physical Demands

The City Manager normally works in a safe, climate-controlled environment. Tasks may entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing are essential to performing job requirements. Common eye, hand and finger dexterity is required for most essential functions.

SELECTION GUIDELINES

Formal application; interview with governing body. Successful completion of a pre-employment drug and alcohol screen test.