

Brief Description

The city manager is the chief administrative and chief operating officer of the City of Jarrell. The primary purpose of this position is to oversee and manage all City departments. He is responsible for the day to day operations of the City and exercises his responsibility through City staff members who are department heads. He reports periodically to the Council on the affairs of the City and the actions he has taken both for their information and, if appropriate, for their action. Other duties include providing assistance in special projects as needed.

Essential Functions

<p>S Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</p>	<p>L Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</p>	<p>M Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. two-thirds or more of the time.</p>	<p>H Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. two-thirds or more of the time.</p>	<p>V Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. two-thirds or more of the time.</p>
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Code Description of Essential Functions

- S Hire, discipline and fire all City employees. May delegate hiring and firing authority of City employees who work for department heads to the department head. City employees are defined as full, part-time, or contract employees who are authorized in the City budget.
- L Recommend to the City Council the appointment of the Municipal Court Judge, the City Attorney, and the City Engineer. City Council has final authority as to who will be appointed to these jobs.
- L Consult with a the City Council on hiring various other consultants to the City as needed on a project or continuing basis.
- L Prepare an annual line item budget including capital expenditure program for consideration by the City Council.
- L Monitor and report to the City Council on a monthly basis the status of budget execution.
- L Recommend changes to the budget to the City Council as revenue and expenditure vary from budgeted amounts.
- L Manage the budget at the department level, with authority to expend funds within a department provided it does not exceed the approved budget amount for that department.
- L Monitor the status of any contracts between the City and contractors such as water, solid waste, paving, etc., and keep the City Council informed on compliance with contract conditions and expenditures.
- L Meet with people wanting to do business with the City and provide tentative agreement to terms or conditions that meet current City policy subject to approval by the City Council.
- L Act as the City point person for negotiating agreements that do not follow City policy, insuring that outside parties understand that the City Council has final approval authority.
- L Prepare or have prepared for the City Council agenda following City policy for placing it4ms on the agenda.
- L Investigate complaints by citizens concerning City services and settle the complaints within City policy.
- L Refer complaints that cannot be settled within existing policy guidelines to the City Council by placing it in the City Council agenda.

- L Conduct studies to improve City services and make improvements not requiring City Council approval.
- L Recommend improvements to City services requiring City Council approval by placing them on the City Council agenda.
- L Act as a City staff advisor or appoint a City employee to act as an advisor to any City appointed committee, board, or commission.
- L Accept appointment to local, county, regional, state, or professional committees that would benefit the City by the city manager's participation with City Council approval.
- L Attend local, regional, state, and national meetings and conferences that will benefit the City.
- L Be actively involved in the community by joining local civic organizations and providing time to their activities.
- L Act as the Public Information Officer for the City. These duties may be delegated to an appropriate City employee who has the information in their department as needed.
- L Act as the Emergency Management Coordinator for the City if delegated that responsibility by the Mayor who is by statute the Emergency Management Officer for the City.
- L Perform other duties as assigned by the City Council.

Job Requirements

Job Requirements

Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field as a Public Administrator and/or Business Management. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study, P.E., Law Degree, CPA.
Experience	Previous experience as a city manager. Experience in: (1) building and executing a city budget; (2) negotiating and managing contracts; (3) working effectively with a very limited staff; (4) dealing with a mixture of direct reporting staff and coordinating with Council appointed officials; and (5) project management with outside contractors.
Certification and Other Requirements	Valid Driver's License
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Managerial	Receives administrative direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Budget Responsibility	Has responsibility for final approval of at least one departmental budget and presents budget(s) to Senior Management. Is authorized to approve budgeted expenditures up to the amount that requires approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for

Interpersonal / Human Relations Skills

the department.

Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the City requires exercising participative management skills that support team efforts and quality processes.

Overall Physical Strength Demands

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. two-thirds or more of the time.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. two-thirds or more of the time.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. two-thirds or more of the time.

Physical Demands

C = Continuously 2/3 or more of the time.
 F = Frequently From 1/3 to 2/3 of the time.
 O = Occasionally Up to 1/3 of the time.
 R=Rarely Less than 1 hour per week
 N = Never Never occurs.

The following is a brief description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency	Description
Standing	R	Communicating with co-workers, making presentations
Sitting	C	Desk work, driving, meetings
Walking	R	To other departments, to other offices
Lifting	R	Files
Carrying	R	Files
Pushing/Pulling	R	File drawers
Reaching	R	For files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard
Kneeling	R	Retrieving items from lower shelves
Crouching	R	Retrieving items from lower shelves
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	F	Reading, computer screen, driving
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on

Foot Controls R telephone
Driving

Machines, Tools, Equipment, And Work Aids

Telephone, fax machine, copier, computer, printer and related software

Protective Equipment Required

No protective equipment is required for this position.

Environmental Factors

D=Daily W=Several Times M=Several Times S=Seasonally N=Never
Per Week Per Month

Health And Safety	Environmental Factors	Primary Work Location
Mechanical Hazards	N Respiratory Hazards	N Office Environment X
Chemical Hazards	N Extreme Temperatures	N Warehouse
Electrical Hazards	N Noise and Vibration	N Shop
Fire Hazards	N Wetness/Humidity	N Vehicle
Explosives	N Physical Hazards	N Outdoors
Communicable Diseases	N	
Physical Danger or Abuse	N	

Non-Physical Demands

C=Continuously F= Frequently O=Occasionally R=Rarely N=Never
2/3 or more of the From 1/3 to 2/3 of the Up to 1/3 of the time Less than 1 hour per Never occurs
time time week

Non-Physical Demands

Time Pressure
Emergency Situation
Frequent Change of Tasks
Irregular Work Schedule/Overtime
Performing Multiple Tasks Simultaneously
Working Closely with Others as Part of a Team
Tedious or Exacting Work
Noisy/Distracting Environment

Frequency Code

F
O
F
O
F
O
F
R

Signature, Review And Comments

I have reviewed this job description and find it to be an accurate description of the demands of this position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.