

JOB DESCRIPTION

City Manager

DEFINITION

The City Manager is the administrative head of the City government providing direction and general management for the administration and operation of each department within the City of Cupertino and to perform duties as delegated by actions of the City Council.

SUPERVISION RECEIVED

Receives direction and assignments from the City Council.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Creates assignments in accordance with the general needs and services of the City or as suggested by various committees, commissions and civic groups.

Reviews and edits reports and statements prepared for the attention of the City Council and/or various committees and commissions. Provides direction and guidance to department heads.

Meets with City Council members and the Mayor to review and discuss projects, programs, and related matters impacting city government.

Meets with citizens and citizen groups to exchange information and review current or proposed programs and projects.

Coordinates activities to determine the needs of the City, and establishes priorities for programs and projects on-going and proposed.

Ensures that all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed.

Attends all meetings of the City Council unless otherwise excused.

Performs the duties of the City Manager as described in the Cupertino Municipal Code.

Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Organization and functions of City government and current trends and recent developments in management.

Laws and regulations regarding City management, City contracts for public services, budget, finance, and public personnel administration.

Management techniques and effective employee supervision.

Ability to:

Plan, organize, and manage the activities of the City under the policy guidance and direction of the elected officials of the City.

Manage and provide organizational leadership.

Develop and implement effective City organizational policies and procedures.

Establish priorities and direct the allocation of City resources.

Develop plans and recommendations for broad and specific City goals, objectives and policies.

Direct the execution of City programs and projects.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

A minimum of five years of experience as a City Manager or Assistant City Manager in a similar community.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or related field. A Master's Degree is preferred.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.