

CITY OF ORANGE COVE

CITY MANAGER

A. PURPOSE:

Under administrative direction plans, organizes, coordinates and directs all of the functions of the City; performs studies and makes recommendations to the City Council regarding organization and services provided by the City; implements Council policy; serves as Personnel Officer; evaluates the functions and activities of all City departments and makes recommendations to meet the demands of the City Council and citizens of the city; and performs related duties as required.

B. DISTINGUISHING CHARACTERISTICS:

This is a single position classification serving at the will of the City Council. The position is responsible for the implementation of Council policy and serves as the administrative head of the city government. The position also is assigned other functions such as Director of Human Resources and other legal entities which the Council may be deem necessary for the operation of the City.

C. ESSENTIAL FUNCTIONS:

(1) Serves as chief administrative officer for the City of Orange Cove; (2) attends all meetings of the Mayor and City Council; (3) coordinates the preparation of agenda for meetings; (4) conducts special administrative studies, investigations and surveys to determine the effectiveness of administrative practices; (5) analyzes contracts, leases, reports, purchase bids and other matters requiring comprehensive analysis in preparation for City Council action; (6) makes recommendations concerning departmental operations and expenditures; (7) maintains a program of continuous research into administrative practices, and recommends changes to improve the efficiency and economy of City operations; (8) supervises the preparation of the annual budget; (9) administers the City's Human Resources program; (10) administers the City's purchasing operations; (11) represents the City in the labor negotiations process; (12) administers special project contracts; (13) coordinates activities with other governmental agencies; (14) attends a variety of commission meetings; (15) attends meetings to determine basic policy as a guide to the general conduct of City business and the handling of administrative matters; (16) ensures that all laws and ordinances of the City are duly enforced; (17) ensures that all franchise permits and privileges granted by the City are faithfully observed; (18) supervises heads of departments and delegates functions and responsibilities; (19) makes recommendations to the City Council regarding proposed ordinances, codes, reorganizations of departments and functions, etc. to promote economy and efficiency in operations; (20) performs other administrative functions which may be delegated by the Mayor, City Council, Charter provisions or law.

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D. ESSENTIAL RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. General and Specialized Job Knowledge and Abilities:

- (a) General Knowledge of: English grammar, syntax, spelling and punctuation; math.
- (b) Specialized Knowledge of: Principles and practices of public administration; administrative and statistical analysis; public fiscal planning and control; policy and program development; legislative processes at state, county and municipal levels; inter-governmental relationships; problem solving; organizational development; principles and practices of human resources management and employer/employee relations; purchasing practices and procedures; principles of supervision and training.
- (c) Ability to: Plan, organize, coordinate and administer the work of all department heads and the staff of the City Manager's office; develop and set program goals for department heads; exercise leadership, persuasion, tact and authority; make presentations and state position on items before the City Council; make recommendations to the City Council on programs, changes and staffing; prepare accurate analyses and reports; interpret programs to the public and to work cooperatively with community groups and other agencies; prepare and administer a City wide budget process; direct a comprehensive personnel management program; communicate effectively orally and in writing; establish and maintain cooperative and effective relationships with governmental officials, City employees and the general public; analyze, evaluate and make recommendations on improvements to existing department and municipal operations, programs and services.

2. Resources, Including Money, Equipment, Materials and Records: All City monies, assets, equipment and records.

3. Solving Problems: Organizational, procedural and personnel problems affecting City government; City Council/administration relations; citizen and business interest

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problems and complaints; inter-governmental relationships; disagreements between departments; budgetary problems; employee morale.

4. Performance of Others: Responsible for the supervision of all City personnel.
5. Relations with:
 - (a) Internal Relations with: City Council; Mayor; all city personnel.
 - (b) External Relations with: General public; officials of the state, county other municipalities, agencies and districts; vendors; consultants and contractors.
6. Communications:
 - (a) Oral: City Council meetings; speeches and presentations; instructions; intra/inter agency meetings; conversations.
 - (b) Written: Budget; laws; ordinances; manuals; contracts; reports; engineering drawings and specifications; memos, letters and notes.
 - (c) Visual: Budgets; charts; graphs; manuals; codes.
 - (d) Auditory: Conversations; meetings; operating equipment.
7. Safety: Safety of all city personnel.
 - (a) Hazardous conditions: Normal office; construction sites; driving.
 - (b) Frequency: Daily.
 - (c) Consequence: Minimal in office; falling objects and construction equipment on sites; city and freeway driving.
8. Tolerance of Job Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mainly a controlled office environment, but occasionally heat and cold, rough terrain, etc. when on job sites.

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9. Physical Aptitude:
 - (a) Average hand/eye coordination.
 - (b) Some walking; minimal lifting up to 25 lbs.
10. Application of Mental and Physical Effort: Requires extreme concentration for extended periods of time in resolving problems, settling disputes, contract negotiations and meetings with the City Council, Mayor and other agencies; physical effort is minimal but constant.

E. PREREQUISITES:

1. Education and Experience: Any combination equivalent to graduation from an accredited college or university in public or business administration or closely related field and five (5) years of increasingly responsible experience in a municipality, governmental agency or business with at least two (2) years at a department head level.
2. Licenses, Registrations, Accreditation, etc.: Possession of a valid Class C California Motor Vehicle Operators License.