

CITY OF MILPITAS

CITY MANAGER

EFFECTIVE: June 1985
EEOC: Officials/Managers
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

DEFINITION

To coordinate the overall administrative activities and operations of the City and to advise and assist the City Council, exercising independent judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct and indirect supervision over department heads and staff assigned to the City Manager's Office.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Coordinate the overall administrative activities and operation of the City.

Direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Direct and participate, with department head cooperation, in the preparation and administration of the City budget.

Prepare long term plans of capital improvements including financing plans.

Confer with department heads concerning administrative and operational problems; make appropriate decisions and recommendations.

Prepare and submit to the City Council reports of finances and administrative activities; keep City Council advised of financial conditions, program progress, and present and future needs of the City.

Oversee the enforcement of all City ordinances.

City Manager (Continued)

EXAMPLES OF DUTIES

Direct the preparation of plans and specifications for work which the City Council orders.

Interpret, analyze, and explain policies, procedures, and programs.

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Respond to the most difficult complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Coordinate City activities with other governmental agencies and outside organizations.

Select, supervise, train, and evaluate staff.

Perform all duties as may be prescribed by City Council action.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern municipal administrative methods and procedures, organization, and functions.

Current social, political, and economic trends and operating problems of municipal government.

Applicable Federal and State laws, rules, and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Provide effective leadership and coordinate the activities of municipal organization.

City Manager (Continued)

Ability to:

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Serve effectively as the administrative agent of the City Council.

Select, supervise, train, and evaluate staff.

Experience and Education

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

Experience:

Five years of experience in city government, management and administration, including significant responsibility within the operation of a City Manager's Office.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, political science or a closely related field.

Approved:

Greg Larson, City Manager

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