

## JOB DESCRIPTION - City Manager

### **DEFINITION**

The City Manager is the Chief Operating Officer of the City government, providing direction and overall management for the administration and operation of each department within the City of Apalachicola, and performs duties as delegated by actions of the Apalachicola City Commission or the City Charter.

### **JOB SUMMARY**

This is a highly responsible management position in City government with total responsibility for operations and execution of policy decisions. Works under general policy direction of the Mayor and City Commission with considerable latitude for independent action subject to review through meetings, reports, public response and evaluation of results obtained. Supervises all functions and departments of City government through subordinate department heads.

### **SUPERVISION RECEIVED**

Receives direction and assignments from the Apalachicola City Commission.

### **EXAMPLES OF DUTIES**

**In addition to the powers and duties laid out in the City Charter, 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 Commission and/or various committees and commissions. Provides direction and guidance to department heads.
- Coordinates with City Commission 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 in conjunction with the City Commission, 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 or has representation at all meetings of the City Commission unless otherwise directed.

- Performs the duties of the City Manager as described in the Apalachicola Municipal Code.
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Represents the City to build and maintain relationships and coordinates activities of concern to the community with interest groups and local, regional, state, and federal individuals, groups, elected officials, and agencies.
- Formulates annual plans, oversees budgets, and directs all municipal activities and functions within broad policy and budget guidelines established by the City Commission.
- Supervises and advises department heads and other employees on administrative policies and procedures.
- Evaluates personnel performance and results in accordance with overall City objectives and makes appropriate recommendations.
- Develops and submits the annual budget and personnel plan for the City Commission approval.

## **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.
- Ability to assemble, organize, and present an oral or written report from statistical, financial, and factual information derived from a variety of original and secondary sources.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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.

### **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, Assistant City Manager, or other responsible staff position in municipal government.

**Training:** - Bachelor's degree or equivalent from an accredited college or university with major coursework in Public Administration, Business Administration or related field.

### **License or Certificate**

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

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

The City of Apalachicola is an Equal Opportunity and Drug Free Workplace Employer