



City of Laguna Niguel Job Description

CITY MANAGER

FLSA: Exempt

DEFINITION

Plan, direct, manage, and review the activities and operations of the City; coordinate City services and activities among City departments and with outside agencies; provide highly-responsible and complex administrative support to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over Management, Professional, and Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assume full management responsibility for all City services and activities including Community Development, Public Works, Recreation, Police, Finance and Administration; administer policies and procedures.
- ◆ Direct and manage the development and implementation of City goals, objectives, policies, and priorities for each service area; establish appropriate service and staffing levels; allocate resources accordingly.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- ◆ Represent the City to elected officials and outside agencies; explain and justify City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- ◆ Plan, direct, and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.
- ◆ Provide highly-responsible administrative staff assistance to the City Council; direct specific and comprehensive analysis of a wide range of municipal policies.
- ◆ Coordinate activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other related correspondence.
- ◆ Oversee and participate in the development and administration of the City budget; direct and forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures; implement mid-year adjustments.
- ◆ Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; analyze and prepare recommendations on special contract

- ◆ requests; monitor appropriate contract budgets.
- ◆ Select, train, motivate, and evaluate City staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- ◆ Administer municipal programs and services; plan, organize, and direct activities that support the goals and objectives of the City; establish and implement administrative and operating policies and procedures.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Modern and highly complex principles and practices of municipal administration, organization, and development functions and services.
- ◆ Current social, political, and economic trends and operating problems of municipal government.
- ◆ Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- ◆ Principles and practices of municipal government budget preparation and administration.
- ◆ Principles and practices of organization, administration, and personnel management.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Research and reporting methods, techniques, and procedures.
- ◆ Sources of information related to a broad range of municipal programs, services, and administration.
- ◆ Pertinent Federal, State and local laws, codes, and regulations.

Ability to:

- ◆ Provide effective leadership and coordinate the activities of a municipal organization.
- ◆ Effectively administer a variety of citywide programs and administrative and budgetary activities.
- ◆ Identify and respond to public and City Council issues and concerns.
- ◆ Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Allocate limited resources in a cost effective manner.
- ◆ Effectively and fairly negotiate appropriate solutions and contracts.
- ◆ Gain cooperation through discussion and persuasion.
- ◆ Select, supervise, train, and evaluate assigned staff.
- ◆ Prepare and administer a large municipal budget.
- ◆ Evaluate and develop improvements in operations, procedures, policies, or methods.
- ◆ Prepare clear and concise reports and develop appropriate recommendations.

- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work, including city and other government officials, community groups, the general public, and media representatives.

Experience and Training:

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

Eight years of increasingly responsible managerial and administrative experience in a municipal government.

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Master's degree is highly desirable.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel and crouch; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually quiet.