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09/11/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **CITY MANAGER**

DEFINITION

Subject to policy direction by the City Council, to coordinate the overall administrative activities and operations of the city; to advise and assist the City Council exercising independent judgment and initiative; and to do related work as required.

REPORTS TO: City Council

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Council; exercises direction over non-council appointed department heads.

EXAMPLES OF DUTIES

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

- _ 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 with plans for their financing.
- _ Confer with department heads concerning administrative and operational problems, make appropriate decisions or 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.
- _ 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 meeting as required.
- _ Coordinate city activities with other governmental agencies and outside organizations.
- _ Perform all duties as may be prescribed in the City Charter or required by City Council action.
- _ Select, supervise, train, and evaluate staff.

QUALIFICATIONS

Knowledge of:

- _ Modern municipal administrative methods and procedures, organizations, 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.

Ability to:

- _ Provide effective leadership and coordinate the activities of a large municipal organization.
- _ 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.

Education and Experience:

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:

Education: Equivalent to a Master's Degree from an accredited college or university with major work in public administration or a closely related field.

Experience: Five years' progressively responsible experience in an administrative managerial, or staff capacity in public or private employment, involving the responsibility for the planning, organization, implementation and supervision of varied work programs.

MEDICAL CATEGORY: Group 1