

CITY OF CALISTOGA

CITY MANAGER JOB DESCRIPTION

1 **DEFINITION**

2
3 Under policy direction, plans, implements, directs, and oversees the activities and
4 operation of the City of Calistoga including comprehensive programs for the City's long
5 range growth and economic development; provides overall leadership and direction to
6 all municipal departments, ensuring efficient and effective services in accordance with
7 the Municipal Code and City Council directives; provides highly complex administrative
8 support to the City Council; serves as the Personnel Officer and Risk Manager for the
9 City; and performs related duties as required.

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11 **SUPERVISION RECEIVED AND EXERCISED**

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13 Receives policy direction from the City Council. Exercises direct and indirect
14 supervision over all department heads and City staff.

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16 **DISTINGUISHING CHARACTERISTICS**

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18 The City Manager serves as the chief executive officer of the City with responsibility for
19 planning, administering, directing, overseeing, and evaluating the activities and
20 operations of the City of Calistoga. This position provides highly responsible assistance
21 to the City Council in facilitating the development and implementation of the City's goals
22 and objectives and implements policy decisions made by City Council. Working under
23 broad policy direction and guidelines provided by the City Council, the City Manager
24 provides direct and indirect supervision to departmental heads and staff assigned to the
25 City Manager's office in order to ensure that service standards are met and maintained
26 and to ensure public services are delivered in an efficient and effective manner.

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28 **ESSENTIAL AND MARGINAL FUNCTIONS:**

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30 **Essential Functions:**

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

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33 1. Directs the development and implementation of the City's goals, objectives, policies,
34 and priorities; oversees long range planning, analysis, and evaluation of City
35 programs and services; assists and advises City Council in establishing overall City
36 policies; researches City Council requests regarding policy and prepares and
37 submits recommendations.
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39 2. Oversees the development, implementation, and administration of the City budget;
40 ensures effective implementation of the City Council's goals and objectives and the
41 maintenance of fiscal integrity.
42

CITY MANAGER

- 43 3. Develops and implements short and long-range plans to establish a climate for
44 economic development within the City; ensures a continuous flow of current
45 revenues and creation of additional revenues and revenue sources. Advises the
46 City Council on issues, programs and financial status; prepares and recommends
47 long and short-range plans for City service provision, capital improvements and
48 funding; and directs the development of specific proposals for action regarding
49 current and future City needs.
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- 51 4. Oversees the budget for the City; authorizes directly or through staff, budget
52 transfers, expenditures and purchases; provides information regarding the financial
53 condition and needs to the City Council.
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- 55 5. Acts as Personnel Officer and Risk Manager for the City; delegate day-to-day
56 activities to staff as prudent.
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- 58 6. Serves as the Director of Emergency Services and is responsible for the preparation
59 and implementation of the City's Emergency Plan.
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- 61 7. Assumes full management responsibility for all City operations; plans, organizes,
62 controls, integrates, and evaluates the work of the City; develops, implements, and
63 monitors with Department Directors, long-term plans, goals, and objectives focused
64 on achieving the City's mission and City Council priorities; manages and directs the
65 development, implementation, and evaluation of plans, policies, systems, and
66 procedures to achieve annual City goals and work standards.
67
- 68 8. Selects, trains, motivates, and evaluates assigned personnel; plans and evaluates
69 the performance of assigned staff including Department Directors and staff in the
70 City Manager's Office; establishes performance requirements and personal
71 development targets; regularly monitors performance and provides coaching for
72 performance improvement and development; makes decisions on compensation and
73 other rewards to recognize performance; takes disciplinary action, up to and
74 including termination, subject to the City Personnel Rules and State and Federal
75 laws and regulations.
76
- 77 9. Provides leadership and works with management staff to develop and retain highly
78 competent, customer service-oriented staff through selection, compensation,
79 training, and day-to-day management practices that support the City's mission and
80 values.
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- 82 10. Assesses and monitors workload, administrative support systems, and internal
83 reporting relationships; identifies opportunities for improvement and implements as
84 appropriate; recommends organizational development plans to the City Council.
85
- 86 11. Ensures municipal service levels are provided and maintained in a cost effective
87 manner; establishes, within City policy, appropriate service and staffing levels;
88 monitors and evaluates the efficiency and effectiveness of service delivery methods
89 and procedures; allocates resources accordingly.
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CITY MANAGER

- 91 12. Represents the City to other governmental agencies, community groups, and
92 various business, professional, and other outside organizations, agencies, or
93 individuals; coordinates City activities with those of other cities, counties, outside
94 agencies, and organizations.
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- 96 13. Serves as liaison/coordinator between the City Council, the municipal staff, and
97 other organizations and private citizens having dealings with the City.
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- 99 14. Explains, justifies, and defends City programs, policies, and activities; negotiates
100 and resolves sensitive and controversial issues; responds to and resolves difficult
101 and sensitive citizen inquiries and complaints.
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- 103 15. Ensures City's positions on state and federal legislation, which may impact City's
104 finances and operation, are effectively communicated to appropriate individuals and
105 committees of the state and federal governments.
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- 107 16. Provides staff assistance to the City Council; attends the City Council meetings;
108 prepares and presents staff reports and other necessary correspondence;
109 recommends to the City Council for adoption such measures and ordinances as
110 he/she deems necessary or expedient; keeps the City Council advised as to the
111 financial condition, operations, and needs of the City.
112
- 113 17. Maintains current knowledge of new trends and innovations in the field of municipal
114 management and public administration; attends and participates in professional
115 group meetings; and participates in professional development activities.
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- 117 18. Provides for contract and franchise services and ensures proper performance of
118 obligations to the City; has responsibility for enforcement of all City codes and
119 regulations.
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- 121 19. Ensures the Council is kept informed of City functions, activities and financial status
122 and of legal, social and economic issues affecting City activities, and any necessary
123 personnel issues.
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EMPLOYMENT STANDARDS:

Knowledge of:

- 130 • Operations, services, and activities of a municipality.
- 131 • City functions and associated management, financial and public policy issues.
- 132 • Theories, principles, and practices of public administration and local
133 government administration.
- 134 • Principles and practices of program development and administration including
135 social, political and environmental issues influencing program development and
136 administration.
- 137 • Principles and practices of disaster and emergency services planning and
138 administration.

CITY MANAGER

- 139 • Government, council, and legislative processes.
- 140 • Pertinent federal, state and local laws, codes, and regulations.
- 141 • Decision making techniques.
- 142 • Public finance theories and practices.
- 143 • Principles and practices of municipal budget preparation and administration.
- 144 • Labor relations and human resource management theory and practice.
- 145 • Principles and practices of management, supervision, training, and performance
- 146 evaluation.
- 147 • Principles of business letter writing and report preparation.
- 148 • Public relations principles and practices required to work with public officials,
- 149 industry representatives, civic groups, and private citizens.

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Ability to:

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- Provide effective leadership to a large, complex organization.
- Develop, implement, and administer City-wide goals, objectives, policies, procedures, work standards, and internal controls.
- Manage and direct the operations, services, and activities of a municipality.
- Integrate the activities and functions of a large, complex organization.
- Plan, organize, direct, and coordinate the work of staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear, concise, and comprehensive administrative, financial, and technical reports.
- Prepare and administer large and complex budgets.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Effectively present information to executive management, public groups, and/or boards of directors.
- Exercise sound, expert, independent judgment within general policy guidelines.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.

CITY MANAGER

- 187 • Exercise tact and diplomacy in dealing with highly sensitive political, public
188 policy, community, and employee issues and situations.
- 189 • Communicate clearly and concisely, both orally and in writing.
- 190 • Establish and maintain effective working relationships with those contacted in
191 the course of work.
- 192 • Respond and perform assigned duties in the event of a City-declared
193 emergency.

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196 **EXPERIENCE AND TRAINING GUIDELINES** -- *Any combination of experience and*
197 *training that would likely provide the required knowledge and abilities is qualifying. A*
198 *typical way to obtain the knowledge and abilities would be:*

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Education and/or Experience:

201 Any combination of education and experience that has provided the knowledge, skills
202 and abilities necessary for a Director City Manager. A typical way of obtaining the
203 required qualifications is to possess the equivalent of five years of increasingly
204 responsible supervisory experience in the delivery of municipal services, and a
205 bachelor's degree with major course work in public administration or related field.

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License/Certificate:

207 Possession of, or the ability to obtain, a valid class C California driver's license;
208 Completion of necessary and appropriate coursework and certifications regarding
209 Emergency Management procedures and protocols.

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MINIMUM PHYSICAL AND MENTAL ABILITIES

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212 **Data Utilization:** Requires the ability to perform upper-level data analysis, including the
213 ability to hypothesize, theorize and assimilate, to modify or adapt existing
214 policies/methods to meet unusual conditions within the context of existing theories and
215 management principles.

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217 **Human Interaction:** Ability to manage and direct a group of workers, including the ability
218 to provide counseling and mediation. Ability to persuade, convince and train others. Ability
219 to advise and interpret regarding the application of policies, procedures and standards to
220 specific situations.

221

222 **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to utilize
223 equipment, machinery, tools and supplies used for used in performing essential functions,
224 such as computer, fax machine, calculator, copier, telephone, and clerical and computer
225 supplies.

226

227 **Verbal Aptitude:** Requires the ability to utilize a variety of advisory data and information
228 such as time sheets, permits, staff reports, memos, evaluations, codes, plans and
229 specifications, legislation, general plan, California Environmental Quality Act, Subdivision
230 Map Act, employee handbook, maps and trade journals.

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CITY MANAGER

234 **Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic
235 and geometric operations; ability to utilize principles of basic probability and statistical
236 inference.

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238 **Functional Reasoning:** Requires the ability to apply principles of influence systems such
239 as supervision, managing, leading, teaching, directing, planning, coordinating and
240 controlling. Ability to exercise independent judgment to apply facts and principles for
241 developing approaches and techniques to problem resolution.

242

243 **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and
244 creativity required in situations involving the evaluation of information against sensory,
245 judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or
246 verifiable.

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248 **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to
249 light work, but which may involve some lifting, carrying, pushing and pulling of objects
250 weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard
251 or workstation.

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253 **Sensory Requirements:** Requires the ability to recognize and identify similarities or
254 differences between characteristics of colors, shapes, and textures associated with job-
255 related objects, materials and tasks.

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257 **Environmental Factors:** Ability to work under safe and comfortable conditions where
258 exposure to environmental factors such as repetitive computer keyboard use, variations
259 or extremes in temperature, odors, toxic agents, violence, noise, vibrations, wetness,
260 machinery, disease and/or dust is minimal and poses a very limited risk of injury.

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262 *The City of Calistoga is an Equal Opportunity Employer. In compliance with the*
263 *Americans with Disabilities Act, Calistoga will provide reasonable accommodations to*
264 *qualified individuals with disabilities and encourages both prospective and current*
265 *employees to discuss potential accommodations with the employer.*

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Date: September 2009