


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: James C. McCann, City Manager 
DATE: September 1, 2009
SUBJECT: Adoption of City Manager and City Clerk Job Descriptions

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ISSUE: Consideration of a Resolution authorizing the adoption of job descriptions for positions of City Manager and City Clerk.

RECOMMENDATION: Adopt Resolution.

BACKGROUND/DISCUSSION: The City maintains job descriptions for the various full-time positions. The majority of these job descriptions were developed in conjunction with a personnel consulting effort in the late 1990's. Additional job descriptions have been created in recent years as job duties changed or new positions have been added. The job descriptions for the City Clerk and City Manager are not in place although the principal duties are outlined in the Municipal Code.

Attached are formal job descriptions for these two positions reflecting the duties as outlined in the Municipal Code as well as additional general duties, essential functions and typical job description characteristics.

FISCAL IMPACT: The adoption of these job descriptions has no fiscal impact.

ATTACHMENTS:

1. Draft Resolution and Job Descriptions
2. Municipal Code excerpts

RESOLUTION NO. 2009-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING THE CITY MANAGER AND CITY CLERK JOB DESCRIPTIONS

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WHEREAS, the City of Calistoga recognizes the need to provide effective and efficient services to the community; and

WHEREAS, the City of Calistoga recognizes the need to provide staffing at levels appropriate to provide those services; and

WHEREAS, the City of Calistoga recognizes the need for to establish and maintain formal job descriptions which accurately define the essential function and the core requirements and skills necessary for each position; and

WHEREAS, the City of Calistoga desires to adopt formal classification descriptions for the positions of City Manager and City Clerk.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Calistoga does hereby adopt the classification descriptions (Exhibit A) for the position of City Manager and City Clerk (Exhibit B).

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 1st day of September, 2009 by the following vote:

- AYES:**
- NOES:**
- ABSTAIN/ABSENT: None**

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk