

CITY MANAGER

Grade Contract

Job ID 19120

FLSA Exempt

Department(s) to which Job Belongs:		
<input type="checkbox"/> City Auditor	<input type="checkbox"/> Fire Medical	<input type="checkbox"/> Planning and Development Svcs
<input checked="" type="checkbox"/> City Manager's Office	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Police
<input type="checkbox"/> Finance	<input type="checkbox"/> City Attorney's Office	<input type="checkbox"/> Public Works
	<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Utilities

Class specifications are intended to describe the general nature and level of work being performed by the employee in this job. Specifications are not intended to reflect all responsibilities, duties, and skills required of a person in this job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the City of Lawrence; to coordinate assigned activities with City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Commission. Provides strategic leadership and management of the operations supporting the activities of the City Commission. Provides overall support and guidance, managing administrative affairs, performing highly-responsible work in planning, developing, coordinating, directing and implementing the overall work program for the Commission. Coordinates policy, research, funding, and communication efforts with other departments.

SUPERVISION RECEIVED

Receives policy direction from Mayor and City Commission.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, and clerical staff.

EXAMPLES OF CHARACTERISTIC RESPONSIBILITIES AND DUTIES

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

Essential duties and responsibilities

- Assume full management responsibility for assigned staff and departments; recommend and administer policies and procedures.
- Direct the implementation of City Commission goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate the City's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

- Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
- Oversees operations of all City departments: serves as a liaison between the Mayor and Commission and department heads, keeping the Mayor and Commission apprised on departmental activities; assists departments with resolution of problems requiring the attention of City management; monitors and evaluates progress of departments towards the goals and objectives of the administration.
- Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Oversee the development and administration of the City budget and budget message; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary to provide economic sustainability for the community.
- Oversee and plan for future development of urban and non-urban areas to provide for population and business growth and expansion of public services.
- Assess and monitor work load, administrative and support systems, and internal supporting relationships; identify opportunities for improvement.
- Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Monitor compliance with pertinent Federal, State, and local laws, codes and regulations.
- Assists the Mayor and City Commission with strategic and long-range planning for the City; participates in planning efforts at the local and regional level; keeps City Commission apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- Represent the City to outside agencies; coordinate City activities with those cities, counties and outside agencies and organizations.
- Represents the Mayor, City Commission, and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the municipalities, school board, chamber of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions; and keeps the City Commission apprised of activities.
- Provide staff assistance to the Mayor and City Commission; prepare and present staff reports and other necessary correspondence.
- Serves as a liaison between City staff, the Mayor, and the City Commission: attends all meetings of the City Commission; briefs Commission Members on pending agenda items and

other City issues; responds to inquiries and provides Commission Members with information on the status of City operations and projects; provides analysis as needed to assist the Commission to make informed policy decisions; prepares meeting agendas; and provides administrative support to the Mayor and Commission Members as needed.

- Collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data and identify alternatives; make and justify recommendations.
- Provide staff support to assigned boards and commissions.
- Draft and implement City policies and procedures; monitor compliance of City's policies and procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Negotiate contracts and agreements with representatives of other governmental agencies and businesses.
- Respond to media inquiries, Mayor and City Commission concerns and issues, and community needs.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge

Operations, services and activities of a comprehensive city management program.

Methods of research, program analysis and report preparation.

Principles and practices of supervision, training and performance evaluation.

Modern office procedures, methods and computer software and hardware.

Public relations techniques.

Principles and procedures of record keeping and reporting.

Policies, procedures, operations, services, and activities of all City departments.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Modern principles and practices of personnel and risk management.

Principles and procedures of collective bargaining.

English usage, spelling, grammar and punctuation.

Advanced mathematical principles.

Pertinent Federal, State and local laws, codes and regulations.

Abilities

Manage and direct the operations, services and activities of the City of Lawrence.

Plan, organize, and direct the work of lower level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Understand the organization and operation of the City departments and of outside agencies as necessary to assume assigned responsibilities.

Identify and respond to community and City Commission issues, concerns and needs.

Administer City Commission goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Establish and apply administrative and departmental policies and procedures.

Interpret and apply Federal, State and local policies, laws and regulations.

Independently prepare correspondence and memoranda.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Support and follow all safety rules and regulations of the City.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- standing or sitting for extended periods of time
- operating assigned equipment.

Maintain mental capacity that permits:

- making sound decisions and using good judgment
- administering complex municipal budgets
- demonstrating intellectual capabilities.

Effectively handle a work environment and conditions that involve:

- high levels of public contact
- irregular working hours.

EXPERIENCE AND TRAINING GUIDELINES

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:

Experience

Ten years of increasingly responsible experience in government or business management, including five years of administrative and supervisory responsibility.

Training

Equivalent to a Masters degree from an accredited college or university with major course work in public administration, business administration or a related field.

Residency Requirement

Must establish permanent residence within the incorporated boundaries of the City of Lawrence, Kansas within the first six (6) months after date of employment. Failure to do so shall result in termination.

WORKING CONDITIONS

Environmental Conditions

Office environment.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time.