

# CITY OF CARLIN

## Interim/Full Time City Manager Job Description

**FLSA Status:** Exempt

**Last Revised:** 12/21/2018

**DEFINITION:** Plans, directs, manages, and oversees the activities and operations of the City. Performs high-level administrative, technical, and professional work, and supervises all personnel within City government. Receives broad policy guidance from the City Council.

**DISTINGUISHING CHARACTERISTICS:** This is a chief executive position reporting directly to the Mayor/Council. An employee in this position is unclassified and "at-will," serving at the pleasure of the City.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Develops, evaluates, and implements administrative policies and procedures to meet Mayor/Council's goals and objectives; supervises the performance of City departments; directs the establishment of standards, goals, and objectives and evaluates the performance of departments; coordinates the activities of the various City departments to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates personnel; instructs and trains staff; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates City contractual agreements; administers those agreements and assists the City in obtaining the benefits of those agreements.
4. Develops City budget for approval by the Mayor/Council; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Mayor/Council.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the Mayor/Council; analyzes information pertaining to City services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the Mayor/Council.
6. Administers the preparation of Council meeting agendas; attends Council meetings; makes oral and written presentations to the Mayor/Council and to other public and private groups; provides information to the news media and the public regarding City operations; acts as a liaison for the City and

- represents the City in meetings with other government agencies and in meetings with the public.
7. Analyzes proposed legislation and administrative regulations for their impact on City operations; reviews and makes recommendations to the Mayor/Council regarding legislative activities.
  8. Provides direction and support to staff; receives, investigates, and resolves complaints and concerns regarding City programs, operations, and facilities.
  9. Assists the Mayor/Council in the development of overall goals of the City; provides leadership and direction in the development of short- and long-range plans for achieving goals; takes measures to achieve goals.
  10. Administers the City's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
  11. Finds and procures funding, including but not limited to grant funding; responsible for writing and submitting grants and maintaining compliance with grant conditions
  12. Promotes City as a desirable location; markets City to private businesses; leads economic development initiatives; acts as a liaison between City government and businesses operating within the City.
  13. Performs related duties and responsibilities as required or assigned by the City Council.
  14. Works more than forty hours per week when necessary, including evenings and weekends.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

### *Knowledge of:*

- Principles and practices of organizational leadership, management, and supervision;
- Principles of human resource development and utilization;
- Modern methods of procurement, contract negotiation, and administration;
- Funding practices of state and federal agencies;
- Grant acquisition;
- Advanced principles of public budget preparation and administration;
- Principles of public personnel administration and employee relations; and
- Laws and regulations pertaining to City operations, services, and programs.

### *Skill to:*

- Plan, organize, and manage diverse programs and business operations;

- Negotiate appropriate contracts; and
- Manage administrative processes including budgeting, internal controls, policy development, planning, and problem solving.

*Ability to:*

- Develop policies and goals consistent with Mayor/Council directives;
- Effectively administer projects and operations consistent with City policies and goals;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise management staff and other direct reports;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of City staff, elective and appointive bodies, and members of the general public;
- Gain cooperation through discussion and persuasion;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Analyze policies, regulations, projects, activities, and methods;
- Select alternatives;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with City/County policies and goals;
- Interpret and apply federal, state and local policies, procedures, laws, and regulations to assure compliance with requirements and limit liability for the City;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- Communicate effectively in writing on matters related to department policies, funding, and operations;
- Prepare and administer large complex budgets;
- Conduct research and prepare clear and concise reports; and
- Promote a positive image of the City.

***Education, Experience, and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities (KSA).

A Bachelor's Degree from an accredited college or university in business or public administration is preferred.

At least five years of progressive leadership experience in or transferrable to the public sector is preferred.

Experience preferred in long-range planning, construction/operations, engineering and maintenance.

A Nevada Driver's License or the ability to obtain a Nevada Driver's License within 45 day of hire.

***Physical and Mental Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Strength and stamina to sit and stand for long periods of time; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional lifting, reaching, and bending. Dexterity and coordination to handle files and materials; occasional lifting of books, reports, references, and other materials weighing up to 25 pounds. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records. The manual dexterity and cognitive ability to operate typical office equipment. The ability to move from place to place. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external individuals. The ability to work outside of normal office hours (and work more than 40 hours per week) when required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed