
**TEMPLE CITY
CLASS SPECIFICATIONS**

CITY MANAGER

DEFINITION:

The City Manager is responsible for coordinating and supervising overall administrative activities and operations of the City; to advise and assist the City Council exercising independent judgment and initiative; to serve as Director of Public Safety and Executive Director of the Community Redevelopment Agency; and to do related work as required.

EXAMPLE OF DUTIES:

To ensure that the laws of the State of California pertaining to the City, the City Charter, and all laws and ordinances of the City are duly enforced, and that all franchises, permits and privileges granted by the City are faithfully observed.

To appoint, promote, discipline, and/or remove officers and employees of the City except the City Attorney and County appointed personnel; to transfer employees from one department to another; and to consolidate or combine offices, positions, departments or units under his/her jurisdiction.

To exercise control over and to supervise in general all departments and divisions of the City Government and all appointive officers and employees except the City Attorney.

To attend all meetings of the City Council and its committees unless excused therefrom by the City Council.

To recommend to the City Council for adoption such measures and ordinances as he/she deems necessary or expedient.

To keep the City Council, at all times, fully advised as to the financial conditions and needs of the City.

To prepare and submit to the City Council the annual budget and to administer it after adoption.

To prepare and recommend to the City Council a salary plan.

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To oversee the purchase of supplies and equipment for all department or divisions of the City. No expenditure shall be submitted or recommended to the City Council except upon report or approval of the City Manager.

To oversee investigations into the affairs of the City and any department or division, and the proper performance of any contract or other obligation to the City.

To investigate all complaints in relation to matters concerning the administration of the government of the City and in regard to the service maintained by public utilities in the City and to see that all franchises, permits and privileges granted by the City are faithfully observed.

To exercise general supervision over all public buildings, public parks, streets and other public property which are under the control and jurisdiction of the City Council.

To devote one's time to the interests of the community.

To prepare or coordinate reports and recommendations desired or requested by the City Council.

To serve in any appointive office or as director of a department as qualified by the City Council and to hold and perform such duties at the pleasure of the City Council.

To perform such duties and exercise power as may be delegated to the City Manager from time to time by the City Council.

DESIRABLE QUALIFICATIONS:

Knowledge of: principles and practices of public administration, budgeting, personnel administration, and organization and management; methods of analyzing, evaluating and modifying administrative procedures; applicable federal and state laws, rules, and regulations regarding local government operations; principles of effective public relations and inter-relationships with community groups and agencies, private businesses, firms, and other levels of government.

Ability to: work with and coordinate the activities of administrative officials;

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; communicate clearly and concisely, both orally and in writing; appraise situations and people accurately and quickly, and adopt an effective course of action; serve effectively as the administrative agent of the City Council and select, supervise, train, and evaluate staff.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with major work in public or business administration, finance, or a related field. A Masters Degree is desirable. Five years of progressively responsible experience in an administrative or managerial capacity in public or private employment, involving the responsibility for the planning, organization, implementation and supervision of varied local government work programs.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, calculator, telephone, and portable radio.

Ability to prepare detailed narrative reports and perform complex numerical analysis.

Ability to sit and stand for up to two hours at a time.

Ability to get from one location to another in the course of doing business.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to make oral presentations.

Ability to see and hear.