

MAJOR FUNCTION

The City Manager serves as the chief executive officer and is responsible for executive management and oversight of citywide operations and carrying out commission policies and directives. The City Manager shall be responsible to the City Commission for the proper administration of all affairs of the City. The City Manager attends Commission meetings, makes recommendations to the Commission, and keeps the Commission equally and fully advised on matters of the City, including its financial condition. The City Manager provides general leadership, direction, guidance, and management to City departments. In addition, the City Manager is responsible for facilitating the City's goals and objectives, preparing the City's annual budget, overseeing collective bargaining with public safety personnel and coordinating the City's efforts to accomplish cost savings and increased efficiencies.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Law enforcement. To see that the laws and ordinances are enforced.

Appointment and removal of employees. [Except those employed by the city attorney, city auditor or city treasurer-clerk,] all appointments to be made upon merit and fitness alone.

Supervise departments and divisions. To exercise control and direct supervision over all departments and divisions of the municipal government under this Charter, or which may hereafter be created by the city commission, including public utilities owned by said city.

Enforce franchises. To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, to call the same to the attention of the city attorney whose duty it is hereby made to take such legal steps as may be necessary to enforce the same.

Attend commission meetings. To attend all meetings of the city commission and of its committees, with right to take part in the discussion, but without having a vote.

Make recommendations. To recommend to the commission for adoption such measures as the city manager may deem necessary or expedient in the interests of the city.

Advise commission and submit budget. To keep the city commission fully advised as to the financial condition and needs of the city and to submit for its consideration an annual budget.

Perform prescribed duties. To perform such other duties as may be prescribed under this Charter or as may be required of the city manager by ordinance or resolution of the city commission.

Act as purchasing agent. The city manager shall be purchasing agent for the city, by whom all purchases of supplies shall be made and shall approve all vouchers for the payment of same. In the capacity of purchasing agent the city manager shall also conduct all sales of personal property which the commission may authorize to be sold as having become unnecessary or unfit for the city's use. All purchases and sales shall conform to such regulations as the city commission may from time to time prescribe; but in any case, if an amount in excess of \$200.00 be involved, opportunity for competition shall be given.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of current management and leadership principles. Thorough knowledge of sources of information related to problems of local government. Thorough knowledge of modern business management and the principles and practices of public administration. Thorough knowledge

of City customers, their needs and desired levels of service. Through knowledge of financial planning and management principles and practices. Thorough knowledge of City programs, policies and departments. Thorough knowledge of the principles of supervision, training and performance measurement evaluation. Ability to write clear and concise reports, memoranda, directives, speeches, and letters. Ability to develop and maintain effective working relationships with department directors, the general public, elected officials, supervisors, and subordinates. Ability to communicate effectively. Ability to provide effective management and leadership skills in the direction of department directors using a participative and team decision-making model. Demonstrates skills in delegating responsibility and authority to the department directors while maintaining control through accountability. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Demonstrates a high level of ethical standards and professionalism. Demonstrates a commitment to continuous personal growth and development of leadership skills. Skill in the use of personal computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with an emphasis in public or business Administration and at least ten (10) years of senior management experience in public administration, preferably with a municipality of similar size and complexity; a Master's degree is preferred. Six years of the required experience must have been in a supervisory capacity. An equivalent combination of education and experience which incorporates the required skills, knowledge and abilities may be considered. Candidates should also have experience in strategic planning, performance measurements, negotiations, and budgeting for outcomes.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 1985

Revised: July 2018
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