JOB DESCRIPTION

CITY MANAGER

Department:	City Manager	**Classification/Grade:**	M-6
Division:		**FLSA Status:**	Exempt/At-Will
Reports to:	Mayor and City Council	**Date Approved:**	

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Act as Chief Administrative Officer and plans, directs, manages and oversees the activities and operations of the City; coordinates City activities with other outside agencies and organizations; provides highly responsible and complex administrative support to the Mayor and City Council; receives policy direction from the Mayor and City Council. City Manager appoints all department heads, except the Police Chief, Fire & Rescue Chief, City Clerk, City Treasurer, Municipal Court Judge and City Attorney. City Manager exercises direct supervision over all employees and executive management staff, except the Municipal Court Judge and City Attorney. Serves at the pleasure of Mayor and City Council, subject to the terms of the employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Develop plans and implements goals and objectives for the City; recommends and administers policies and procedures; researches Mayor/City Council requests regarding policy; prepares and submits recommendations.
3. Provide highly responsible administrative staff assistance to the Mayor/City Council; directs specific and comprehensive analyses of a wide range of city policies; updates the Mayor/City Council in the status of various projects.
4. Oversee the development of the annual City budget in accordance with Mayor and City Council directives; monitors monthly expenditures and reports significant variances to the Mayor/City Council; develop alternate revenue sources for Mayor/City Council projects; oversees the implementation of Mayor/City Council goals and objectives.
5. Select, train, motivate and evaluate executive management personnel; implements discipline and termination procedures.
6. Continuously monitors and evaluates the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implements improvements.
7. Serve as liaison between the City and other cities, counties, elected officials and outside agencies; explains and justify City programs, policies and activities; negotiates and resolves significant and controversial issues.
8. Provide direction regarding city-wide organizational development programs; develops, administers and participates in employee meetings to assess organizational climate and employee attitudes.
9. Direct, oversees and participate in the development of the City's work plan; assigns work projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
10. In conjunction with Mayor and Council and assigned staff negotiate contracts and solutions involving a variety of administrative, fiscal and special projects;
11. Participates in the preparation of program or special project budgets.

12. Participate on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
13. Respond to citizen inquiries and resolves difficult and sensitive complaints; assigns departments to handle and resolve citizen complaints and concerns in a timely manner.
14. Attend all meetings of the City Council, unless excused, and take part in the discussion of all matters coming before the City Council.
15. Dependable and meet acceptable attendance requirements at all times.
16. Follow all applicable safety rules and regulations.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern municipal administrative methods and procedures, organizations and functions.
- Current social, political and economic trends and operating problems of municipal government.
- Municipal finance and fund accounting.
- Applicable federal and state laws, rules and regulations regarding local government operations.
- Principles of effective public relations and interrelationship with community groups and agencies.
- Private business and firms and other levels of government.

Ability to:

- Provide effective leadership and coordinate the activities of a large full service municipal organization.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Appraise situations and people accurately and quickly and adopt effective course of action.
- Serve effectively as the administrative agent of the City Council.
- Select, supervise, train and evaluate staff.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements:

Must be bondable, and pass a comprehensive background check prior to starting work and must live within the limits of the City of Mesquite within six (6) months of employment.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in public administration or related field; Masters Degree in public administration (MPA) or related field is preferred.

Experience: Five years experience as city manager and/or assistant city manager in a municipal government of the same or larger size.

License , Certificate or Membership: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. Must be member, or be eligible to become member, of the International City Management Association (ICMA). Being an ICMA Credentialed City Manager is preferred.

WORKING CONDITIONS

Work is performed under the following condition:

Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions; balancing multiple conflicting priorities, and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines. Physical exertion is present due to occasional bending, kneeling, twisting and reaching. Must be able to lift/carry/push or pull loads of up to 25 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002 – July 2008
November 2011