

CITY OF SIMI VALLEY

CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under policy direction, plans, directs, manages and oversees the activities and operations of the City of Simi Valley including the Administrative Services, Community Services, Environmental Services, Police and Public Works Departments, Human Resources, City Clerk's and City Attorney's Office; implements policy decisions made by City Council; facilitates the development and implementation of City goals and objectives; and provides highly complex administrative support to the City Council.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all City operations; assess ongoing operational needs through department heads and determine best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. 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.
4. Plan, direct and coordinate, through department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. 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.
8. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations.
10. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.

11. Provide staff support to assigned boards and commissions.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
13. Respond to media inquiries, City Council concerns and issues and community needs.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a large City organization.
Advanced principles and practices of public administration.
Government, council and legislative processes.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Methods of analyzing, evaluating and modifying administrative procedures.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct the operations, services and activities of a major municipality.
Plan, organize and direct the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Identify and respond to community and City Council issues, concerns and needs.
Deal effectively with sensitive and complex issues.
Develop and administer city-wide goals, objectives and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
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.
Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

Experience:

Seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Date: February, 2003