

NORTH OGDEN CITY

POSITION DESCRIPTION (Full-time) CITY MANAGER

January 2011

Essential Job Function:

Performs professional administrative and managerial duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city.

Accountability/Supervision:

Works under the policy guidance and direction of the Mayor of North Ogden City. Provides broad policy guidance and direction to department heads related to operations, fiscal and general management functions; provides close to general supervision to personnel of the administrative department. Also reports to the City Council

Employment Status:

The employee filling this position is an exempt position and is “at will”.

Essential Job Functions:

Manages the day-to-day operations and internal affairs of the city; develops policies, procedures and processes as needed to implement the decisions of the governing body; performs and directs research on issues, policies, and political developments; advises and appraises governing body as needed; approves recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

As chief administrative officer, assumes responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards; serves as final hiring authority for all non-exempt and most exempt city positions; makes recommendations for department head appointments to the governing body; gives final approval for all recruitment and selection activities coordinated by the personnel officer; monitors human resource management activities related to advancement, discipline, and discharge; supervises department heads and administrative departmental staff; evaluates performance; determines priorities; and delegates assignments.

Directs the preparation and administration of the city’s budget; submits budget and capital improvement programs to the mayor/council and department heads; monitors fiscal activity of the city to assure compliance with established budgets; appraises governing body regarding ongoing financial status.

Coordinates citywide management activities and facilitates implementation strategies; monitors program success to determine continuance or discontinuance; coordinates with department heads to implement change in city policy and processes.

Attends and/or conducts various city meetings; directs the preparation of Council packet materials; ensures quality information for effective decision making; attends city council meetings; advises city boards and commissions; advises the governing body regarding policy and administrative issues; proposes alternatives and options; makes recommendations; solicits legal responses and positions from city attorney and other staff.

Coordinates the master planning, capital facilities planning, financial planning and annual goal setting process with the Mayor and Council; prepares staff information to ensure that the planning process is on target with community needs and priorities; directs the work of other staff and consultants to ensure that the governing body has the information it needs to evaluate long-term planning issues critical to the future of the city.

Serves as Executive Director of the Redevelopment Agency; advises the Board regarding RDA and MBA policy and issues; works with attorneys, engineers and other staff to prepare background information related to RDA agenda items; confers with the Board and assists in making and carrying out policies.

Represents the city as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Assists in preparing state-of-city reports to and for the Mayor and Council; issues public statements to the press and responds to questions from the press related to city management, policies, procedures, administrative decisions, etc.; and assumes responsibility for general public relations activities.

Serves as arbitrator or adjudicator of complaints filed against or between city employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

Exercises general supervision over public property under the jurisdiction of the city.

Performs related complex administrative and management duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college with a Bachelors degree in Public Administration or a related field, a Master's degree in business or Public Administration and Six (6) years of progressively responsible experience in municipal management.

Knowledge, Skills and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operation including applicable ways and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources. Considerable knowledge of state laws as they apply to city management practices; human resource management practices and procedures. Considerable skill in resolving disputes and complaints from the public. Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intergovernmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public. Must be bondable.

Working Conditions:

Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.