

## CITY OF CARSON

**Title:** CITY MANAGER

**Job Summary:**

Under the direction of the City Council, serve as Chief Administrative Officer of the City of Carson and direct the operations of all departments within compliance with policies established by the City Council within limits of the City Charter and State and federal laws.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plan the future welfare of the City and departmental activities and organizations.
2. Meet with the City Council and individual Council members to discuss the conditions and needs of the City; prepare reports, recommendations or respond as needed or as requested by the Council.
3. Meet with departmental directors and staff to review, plan and discuss policies, programs, strategies and issues of concern.
4. Submit to the City Council the budget document and annual budget message; guide and review annual budget preparation; control expenditures as required.
5. Confer with other governmental officials to resolve problems, coordinate efforts and to exchange information as related to the City.
6. Confer with or address the business community, citizens and others to discuss City needs and related problems and issues; provide information and assistance to civic organizations dealing with specific problems affecting the City's welfare.
7. Coordinate the activities of the City government with contracted agencies not under the direct supervision of the City Administrator.
8. Evaluate and direct the work of subordinate staff; participate in selection of department directors; review and approve disciplinary action and termination as appropriate.
9. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from an accredited four-year college or university with major course work in public administration, business administration or related field or equivalent. Five years increasingly responsible administrative experience in the planning, coordinating and financing of a municipality.

**Knowledge of:**

- . City charter provisions governing the management of City activities and services.
- . Principles and practices of public administration.
- . Management theory and practice.
- . City organization, operations, policies and objectives.
- . Community and public relations.
- . Applicable City ordinances.
- . Budget preparation and management.
- . Principles and practices of administration, supervision and training.
- . Applicable laws, codes, regulations, policies and procedures.
- . Principles and techniques of Public Speaking and Public Relations.

**Skill and Ability to:**

- . Administer City operations in accordance with the City Charter and established policies of the City Council.
- . Assure that City program objectives are met.
- . Plan and administer a balanced budget.
- . Plan, direct and coordinate City departments and programs.
- . Maintain effective community and public relations.
- . Communicate effectively both orally and in writing.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Prepare and review reports and budgets.
- . Establish and maintain cooperative and effect working relationships with others.
- . Attend, chair and provide leadership to various meetings and committees.
- . Meet schedules and time lines.
- . Plan and organize work.
- . Direct and evaluate the work of others.
- . Present ideas and concepts persuasively in speaking before groups.
- . Review and approve official documents according to established guidelines and limits.
- . Analyze situations accurately and adopt an effective course of action.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Perform work that is primarily sedentary.
- . Is subject to inside environmental conditions.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- . May be required to work evenings or weekends.

Nash and Company  
July 1996