

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 111

CLASSIFICATION: **City Manager**

DEPARTMENT: **City Administration**

CLASS DEFINITION: To plan, direct, manage, oversee, and review the overall activities and operations of the City of Anaheim; to serve as chief executive officer of the City ensuring that public services are delivered in an efficient and effective manner; to coordinate City activities with other outside agencies and organizations; to facilitate the development and implementation of City goals and objectives; to implement policy decisions made by the City Council; and to provide highly complex administrative support to the City Council.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Council.

Exercises direct supervision over executive management staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

Assume full management responsibility for all City operations; plan, direct, manage, and oversee the activities and operations of the City.

Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures; research City Council requests regarding policies; prepare and submit recommendations.

Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; update the City Council on the status of various projects.

Direct and participate, with department head cooperation, in the development and administration of the City budget; oversee the development of the annual budget in accordance with City Charter and City Council directives; monitor monthly expenditures and report significant variances to the City Council; develop alternate revenue sources for City Council projects; oversee the implementation of the City Council goals and objectives.

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 issues.

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.

Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement and implement as appropriate.

Select, train, motivate, and evaluate administrative personnel; implement discipline and termination procedures.

Provide staff assistance to the City Council; prepare, submit, and present staff reports and other necessary correspondence to the City Council including reports of finances and administrative activities; keep City Council advised of financial conditions, program progress, and present and future needs of the City; prepare recommendations and advise the Council on matters requiring legislative action.

Confer with and represent the City to all departments, residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; coordinate City activities with those of other cities, counties, and outside agencies and organizations in accordance with the City Council policies.

Respond to and resolve difficult, complex, and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues; interpret, analyze, defend, and explain City policies, procedures, programs, and activities; negotiate and resolve sensitive and controversial issues; handle public relations dealing with the news media.

Meet with all employee organizations to establish open lines of communication; provide direction to staff during labor negotiations; address concerns raised by employee organizations.

Direct and organize the City's economic development activities; meet and confer with outside agencies and organizations to encourage economic development; provide direction to operating departments to facilitate development agreements; develop marketing programs and financing options for interested businesses.

Analyze and establish the City's position on state and federal legislation that may impact the City; communicate the City's position to appropriate individuals and committees of the state and federal government.

Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation of program or special project budgets.

Participate on a variety of boards, commissions, and committees.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration; incorporate new developments as appropriate.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Ten years of progressively responsible administrative or staff experience in municipal government with at least four years of experience in a high level administrative or executive capacity involving responsibility for planning, organizing, directing, and financing a varied work program supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, or a related field. A Master's degree in a related field is desirable. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government; operations, services, and activities of a municipality; government, council, and legislative processes; principles and practices of municipal budget preparation, and administration; current social, political, and economic trends and operating problems of municipal government; economic development programs and services; principles and practices of program development and administration; advanced principles and practices of organization, management, and supervision; principles and practices of strategic planning; methods of analyzing, evaluating, and modifying administrative procedures; pertinent federal, state, and local laws, codes, and regulations; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of research, statistical analysis, and report presentations.

Ability to: Serve effectively as the administrative agent of the City Council; provide effective leadership and coordinate the activities of the municipal organization; develop and administer City-wide goals, objectives, and procedures; analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs; research, analyze, and evaluate new service delivery methods and techniques; plan, organize, direct, and coordinate the work of staff; select, supervise, train, and evaluate staff; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply federal, state, and local policies, laws, and regulations; effectively and fairly negotiate appropriate solutions to complex issues and contracts; make effective public presentations; delegate authority and responsibility; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3374
Former Document Number: CS1781
Revised 9/1989 – Ralph Anderson & Associates
Revised 9/2008 – P. Saldivar
Revised 11/2009 – Johnson & Associates