

CITY OF GAINESVILLE JOB DESCRIPTION

Title Description:	City Manager
Title Code:	1019
FLSA Exemption Status:	Exempt
Creation Date:	12/01/1994
Revision Dates:	08/04/1997; 02/02/2011; 04/26/2016
Approved by:	/s/Rhonda Virden, Compensation Manager
Approved Date:	April 29, 2016
EO Reviewed Date:	April 28, 2016

SUMMARY

This Charter Officer supervises all activities of City general government and advises the City Commission with respect to all matters concerning general government.

The City Manager serves at the will of the City Commission and may be appointed or removed at will by the City Commission. Work in this class is distinguished from other classes by its exclusive management, jurisdiction and control over all operating, administrative and financial affairs of City general government.

EXAMPLES OF WORK*

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

Provides active, progressive and committed leadership for the City with respect to all matters concerning general government.

Maintains a positive working relationship with and acts as a strategic partner with the City Commission.

Recommends to the City Commission all measures necessary and expedient for the proper governance and management of general government.

Visualizes and directs the planning, development and implementation of initiatives and improvements to general government. Ensures that the initiatives and improvements are maintained and embraced.

Maintains positive working relationships with City staff and local business partners such as the Alachua County Board of County Commissioners, the Gainesville Area Chamber of Commerce, the University of Florida, Santa Fe College and the general public.

Understands the needs of both local businesses and residential communities. Spends time in the community with citizens and businesses, listening to their concerns and actively working towards finding and implementing solutions.

Recognizes opportunities as they present themselves or seeks out opportunities that may promote and further the City. Takes action to review and implement them, when applicable.

Develops, implements and monitors goals and strategic initiatives that are aligned with the strategic direction and business plan of the City Commission.

Develops, implements and monitors long- and short-range strategies that are aligned with and support organizational goals and strategic initiatives.

Sets realistic goals for City staff that are aligned with the strategic direction and business plan of the City Commission. Provides the necessary resources and encourages and inspires staff to see the project through.

Develops and recommends innovative and strategic system, process and practice changes to improve the cost effectiveness, efficiency and responsiveness of services provided by general government to its customers.

Formulates, implements and monitors for effectiveness, all administrative and operational policies, practices and procedures. Ensures compliance with all applicable Federal, State and local laws, ordinances, rules, and regulations; and ensures that managers, supervisors, and employees are in compliance with these policies, practices and procedures.

Assures effective communication of the City's strategic initiatives and other pertinent information important to key stakeholders such as employees, City Commission, elected officials and key customers.

Directs departments to actively pursue external funding, including grants, legislative set-asides and other sources.

Prepares, submits to the City Commission, and administers the budget for the operation of general government.

Represents the City officially to various local, state and national organizations, agencies, councils and legislative bodies. Keeps abreast of legislative issues which may impact general government.

Partners with department managers to ensure compliance with the organization's short- and long-term affirmative action goals and diversity recruitment strategies.

Directs the accurate and timely response to public records requests relating to general government activities and processes in compliance with Florida public records laws.

Prepares and delivers presentations to the City Commission, other governmental agencies, civic groups, and professional organizations.

Supervises introduction of proposed ordinances and agenda items to commission.

Implements policies and ordinances passed by Commission.

Represents the general government to the news media.

Participates in the labor negotiations and the administration of collective bargaining agreements.

Appoints and removes directors of departments at will.

Plans, directs, coordinates and administers all activities and personnel of the City Manager's office.

Recommends selection, promotion, discipline, discharge, and other appropriate personnel actions for the Office of the City Manager staff.

Interfaces with other Charter Officers.

Performs all other duties prescribed by law, charter, ordinance, or direction of the City Commission.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Responsible for enforcing the drug policy as outlined in the Drug Free Workplace Program for assigned staff.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor degree from an accredited college or university with major course work in public administration, business administration or a related subject, and ten (10) years of progressively responsible management experience in a major administrative or operational area of a local government; or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities.

Budgeting and finance experience is strongly preferred.

Experience in a leadership role on or reporting to a governmental board may be considered and may substitute for the required experience on a year-to-year basis.

A Master's degree in public administration or business administration is preferred.

CERTIFICATIONS OR LICENSES

Licenses

Valid driver license is required. A valid Florida Driver License required within 30 days of appointment and at all times while employed in this position.

Certifications

None.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to carry out policies of City Commission.

Thorough knowledge of charter provisions, ordinances, and state laws governing the administration of City government.

Through knowledge of principles and practices of public administration.

Ability to initiate and implement new concepts in City management.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, charter officers, City employees, agency representatives, news media, local, state and Federal legislative bodies, local business partners and the general public.

Demonstrates honesty, integrity, and strong customer orientation.

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and issues clearly and concisely.

Thorough knowledge of municipal organization and departmental functions, staffing, and operating procedures.

Thorough knowledge of labor negotiation practices and procedures and collective bargaining agreement administration.

Excellent analytical skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Ability to work under high stress levels, with frequent interruptions and with tight and often changing deadlines.

Ability to develop short and long-term strategies, plans and programs and to evaluate work accomplishments.

Ability to direct the accurate and timely response to public records requests in compliance with Florida public records laws.

Ability to maintain security and confidentiality.

Ability to plan, assign, review and supervise work of others and to evaluate work accomplishments.

Experience and ability to deliver effective presentations.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

WORK ENVIRONMENT

Will be required to work and attend meetings outside regular business hours, including nights, weekends and holidays.

Will be required to respond during emergencies in varying climatic conditions.

Work requires constant access by City Commissioners and the public.

Work requires residence within City limits within six (6) months of appointment.

Work prohibits lobbying for programs without City Commission approval.