CITY OF ALACHUA

JOB DESCRIPTION

CITY MANAGER

DEPARTMENT: Executive

REPORTS TO: City Commission

SUPERVISES: Assistant City Manager, Chief of Police

FLSA: Exempt

GENERAL DESCRIPTION:

Highly responsible managerial, professional and administrative work directing all activities of the municipal government, serving as the chief executive officer and clerk of the organization. Performs the overall daily administration and management of all departments and activities of the organization in accordance with applicable laws including the City Charter. Provides administrative guidance to departments to ensure the City's goals and objectives are met. Provides decision-making and policy direction guidance to the City Commission. Work is performed under the direction and supervision of the City Commission.

ESSENTIAL JOB FUNCTIONS:

1. Directs the overall effort of the City government. Appoints department heads and acts as appointing authority for City employees. Coordinates the efforts of the various departments under the City governmental structure.
2. Administers through subordinate department heads such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.
3. Prepares the annual City Budget for submission to the Commission. Submits recommendations to the Commission for their discussion and approval concerning the efficient operation of the City government. Prepares Commission agenda. Keeps the Commission informed of general City operations and activities. Makes plans and recommends future programs of the City.
4. Maintains community respect through good public relations and by keeping residents informed of City progress and polices. Discusses problems and complaints concerning City operations with the taxpayers or refers to appropriate official for action.
5. Directs the media relations activities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Experience working with laws and administrative policies governing municipal activities and of operations of municipal government. Proven ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization. Demonstrated ability to express oneself clearly in writing and orally, and to appear before groups of taxpayers and the Commission to present data and programs which enhance the continued efficient operation of the City. Ability to think and act strategically. Superior communication skills. Ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups including citizens, staff, Commissioners, and other elected officials. Ability to work flexible hours, including evenings and weekends. Must be able to travel as needed.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management. Considerable experience in a responsible administrative/management position in municipal government

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____
Employee Name (please print) Date

_____
Employee Signature