

CITY MANAGER

1520

Date: May 2006

Department/Division: City Manager

FLSA: Exempt

Reports to: City Council

PURPOSE OF POSITION

Under the broad policy guidance and authority of a five-member City Council, serves as the Chief Executive Officer of the City. Performs high level administrative, technical and professional work in directing and supervising the administration of city government in the City of Sioux City. Plans, organizes, directs and/or performs the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances, and programs including long range and short term planning.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

Pursuant to Sioux City Municipal Code, Section 1.20.040:

- Enforce all laws and ordinances within the municipality insofar as their enforcement is within the power of the city
- Attend all meetings of the city council, unless the absence is excused by the city council
- Keep the council informed as to the affairs of the city
- Recommend to the council such actions as may be necessary or expedient for the welfare of the city

Other essential duties include:

- Review all items that come before the city council, and make recommendations on pertinent items to assure coordination of all functions of City government and determine procedures to comply with applicable laws
- Develop and/or oversee development and implementation of citywide policies, regulations and procedures as necessary
- Analyze impact of actions on budget, staffing levels and legalities
- Provide direction to supervisory employees regarding personnel actions
- Provide leadership and direction in the development and implementation of short and long-range plans pertaining to parks and recreation, physical improvements, utilities, maintenance, and all other city functions and services
- Provides professional advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public
- Communicates official plans, policies and procedures to staff and the general public
- Performs or directs performance of investigations, studies and surveys needed by the council
- Assures the prompt investigation of citizen questions and/or complaints regarding the functions of the departments or any function of the City as appropriate
- Meet with representatives of various other governmental agencies
- Represent the City on state, regional or local policy development or advisory committees for the benefit of the City

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities, which would typically be acquired through possession of a Bachelor's degree in Public Administration, Business Administration or related field. Master's of Public Administration or Master's of Business Administration degree preferred. Equivalent experience may be substituted for all or part of formal education requirements at the discretion of the City Council. A minimum of two years top management experience in a small or medium-sized organization including responsibility for more than one functional department or division. A proven record of successful budgetary and personnel management including some general management or chief executive responsibility in a labor intensive service-oriented organization.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences; proven written and verbal communication skills including ability to make clear and concise presentations.

Job Knowledge

Ability to gather pertinent facts and make thorough analyses and arrive at sound management conclusions; ability to prepare clear and comprehensive reports and fiscal statements; ability to solve complex problems; ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions; proven management skills.

Language Skills and Interpersonal Communication

Ability to communicate effectively both verbally and in writing and to relate to a diverse and sophisticated council and community; ability to communicate with others and to assimilate and understand information in a manner consistent with the essential job functions; ability to elicit cooperation of others; ability to interact effectively with staff, public, elected and appointed officials.

Work Environment

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops.

Special Requirements

None.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382
Dated: May 31, 2006