

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CITY MANAGER (Job Code 225).

GENERAL STATEMENT OF JOB

Under administrative direction performs executive level administrative, technical, and professional work in directing and supervising the administration of city government. Employees in this class work under the broad policy guidance of the City Commission. Position has considerable latitude in interpreting municipal policy and procedure. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, providing administrative direction to the city department directors.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Manages and supervises all departments, agencies, and offices of the city to achieve goals within available resources.

Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff; motivates, reviews progress, and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Commission and department directors; makes presentations to councils, boards, commissions, civic groups, and the general public.

Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed with established budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Studies and standardizes procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Prepares and submits reports, agenda items, and other necessary research and documentation to the City Commission for review and approval.

Ensures city actions are taken in conformance with all pertinent laws and city ordinances.

Prepares and submits a preliminary annual city budget; administers the adopted budget of the city; advises the City Commission of financial conditions and current and future city needs.

Stays abreast of Federal, State, and local legislation, and maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial management systems, e-mail, Internet, or other software programs; performs basic maintenance of computer systems and office equipment, such as backing up data or replacing paper, ink, or toner.

Attends all meetings of the City Commission at which attendance may be required by the Commission.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university, with major coursework in Administration, Management, or closely related field (Master's degree is preferred), supplemented by a minimum of seven (7) years of successful management experience in municipal/county management, with either three (3) years' experience as an Assistant City/County Manager or two (2) years' experience as a City/County Manager. ICMA Credentialed Manager is preferred. Must be proficient with the Microsoft Office suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and/or city administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to apply principles of rational and influence systems and principles of conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to provide oral presentations to large groups of people.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of city laws, regulations, policies, and practices.

Knowledge of modern business and public administration procedures.

Knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Skilled in both written and oral communications for effective expression and clarity.

Knowledge of methods used in developing surveys and preparing subsequent reports.

Knowledge of budget development principles and methods.

Knowledge of municipal finance, human resources, public works, parks/recreation, public safety, and community development in relation to municipal administration.

Ability to respond to citizen complaints/concerns with considerable tact and courtesy for the purpose of diffusing any given situation.

Ability to conduct investigations and to prepare accurate analyses for reporting purposes.

Ability to present findings in both oral and written form clearly and concisely.

Ability to resolve a broad range of administrative issues, or direct such to appropriate entities.

Skilled in preparing and administering municipal budgets.

Skilled in planning, directing, and administering municipal programs.

Ability to utilize computerized applications such as, but not limited to, word processors, and spreadsheet programs.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to analyze, organize, and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date