



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

CITY MANAGER

DEFINITION

Under policy direction of the City Council, and as specified by the City Code, administers all functions and operations of a full-service City; performs related work as required.

EXAMPLES OF DUTIES

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the City; directs the preparation and administration of the City's biennial budget.
- Through subordinate department managers administers all City functions and operations; enforces all City ordinances.
- Confers with management staff regarding policy, procedural and operational matters, providing leadership, policy interpretation and support.
- Develops and coordinates the implementation of long-term plans, including program expansion and capital improvements.
- Provides information to the City Council and keeps them advised of City activities and finances; obtains requested information and carries out adopted actions.
- Represents the City in meetings with various Boards and Commissions, representatives of governmental agencies, professional, business and community organizations, and the public; confers with individual residents, business owners, and others having an interest or potential interest in City affairs.
- Monitors legislative and other developments related to City management matters; evaluates their impact upon City operations; keeps the City Council aware of trends and implications; and implements policy and procedural improvements.

QUALIFICATIONS

Knowledge Of:

Principles, practices and techniques of public administration, including the operations and functions of a municipal government; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and

employee supervision; applicable state and federal laws and regulations; public finance and policy development principles.

CITY MANAGER

Knowledge Of: (continued)

Current social, political and economic trends as related to City government; the interrelationships among community groups and agencies, private firms and other level of government.

Ability To:

- Provide effective leadership and administer and coordinate the functions and operations of a full-service City.
- Delegate effectively and administer multiple activities through department managers; direct, motivate and evaluate assigned staff.
- Develop implement and interpret policies, procedures, goals, objectives and work standards.
- Deal effectively with elected and appointed officials; interpret and apply policy direction from the Council.
- Analyze complex problems, evaluate alternatives and make creative recommendations; deal constructively with conflict situations; exercise sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Prepare clear, concise and competent reports, correspondence and other written materials.

OTHER REQUIREMENTS

Must possess a valid California Driver's license and have a satisfactory driving record.

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to graduation from a four-year college with major course work in public or business administration or a related field and substantial administrative or management support experience which has included at least two years as an Assistant City Manager, a department head in a municipal setting, or in an equivalent managerial capacity. An appropriate advanced degree is desirable.

