

CODE: 1001
FLSA: EXEMPT
GRADE: 53

CITY OF NEWBERRY, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: CITY MANAGER
CITY MANAGER'S DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory, professional, and administrative work in directing, overseeing, and managing the operations of the City of Newberry. Work involves serving as Chief Executive Officer for the City of Newberry and Policy and Technical Advisor to the Mayor and members of City Council; serving as head of the administrative branch of City government; handling sole responsibility for the appointment and removal of all employees, and establishing levels of compensation and benefits; preparing, recommending to Council, and administering the annual budget; recommending short- and long-range goals to Council; implementing and monitoring goal achievement. Reports to the City Council.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Plans, controls, directs, and oversees all operations within the City government; ensures that ordinances and laws of the City are enforced and carried out; supervises the administration of all departments, office, and agencies of the City' schedules and conducts staff meetings for department heads in order to direct the efficient operation of all City departments and divisions; reviews work of subordinates and conducts performance appraisals.

Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates budgeted resources accordingly.

Directs the development and implementation of the City's goals, objectives, policies, and priorities and monitors achievement of the same.

Plans, directs, and coordinates, through management staff, the work plan for the City; assigns projects and programmatic areas of responsibility' reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.

Assesses and monitors workload, administrative support systems and internal reporting relationships; identifies opportunities for improvement.

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Explains, justifies, and defends City programs, policies and activities; negotiates and resolves sensitive and controversial issues.

Serves as policy advisor to City Council; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence; provides staff support to assigned boards and commissions.

Attends and participates in professional groups meetings; stays abreast of new trends and innovations in the field of public administration and management.

Receives, investigates, and/or responds to and resolves difficult and sensitive citizen inquiries and complaints, media inquiries, City Council concerns, issues, and community needs; may refer citizens to agencies or departments where additional information may be obtained.

Prepares annual budget for the City; researches data and compiles budget information into final form and submits to Mayor and Council for approval and/or revisions; monitors and reports budgetary expenditures during fiscal year.

Coordinates preparation of agendas and support materials for council meetings; attends and participates in council meetings; follows-up on action items and reports back to Mayor and Council as to outcome; coordinates various items with Mayor, City Council, and City Attorney.

Negotiates contracts and agreements; administers the City's purchasing rules and regulations; enforces the City personnel policies and procedures.

Coordinates with architects, engineers in the design and construction of City projects, water systems, sewer and drainage systems; electrical systems; coordinates with other consultants in preparing of report and studies; offers instruction and advise; reviews plans, drawings, specifications and recommendations as needed.

Participates in policy formulation and implementation with Mayor and City Council; writes, prepares, and enforces City ordinances and resolutions as adopted by City Council.

Serves as principal point of contact and interacts with Federal, State, County, and other municipal and outside agency officials.

Researches and prepares materials for oral and written presentations to City Council, business leaders, community groups and other State and local officials.

Keeps the Mayor and Council fully advised as to the financial condition and future needs of the City; makes recommendations to the Mayor and Council concerning City affairs.

Reviews, evaluates, and analyzes departmental reports in order to keep abreast of activities and progress.

Receives and/or reviews various records and reports such as departmental budget requests, department requests to add or modify services, citizen requests or complaints, and Council research requests.

Prepares and/or processes various records and reports such as policy recommendations, annual

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budget, personnel policy and procedures, and staff directives.

Refers to Code of Laws of the State of South Carolina, Newberry City Code of Ordinances, Newberry Comprehensive Plan and Zoning Ordinances, annual City budget, City goals and objectives, policy and procedure manuals, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as computers, printers, copiers, faxes, calculators, PDAs, telephones, cell phones, two-way radios, etc.

Uses various office and clerical supplies; and a variety of computer software such as Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, etc.

Interacts and communicates with various groups and individuals such as the City Council, Mayor, City department heads, business leaders, other government officials, and the general public.

ADDITIONAL JOB FUNCTIONS

Serves on local and State boards or commissions relating to Municipal Services, intergovernmental relations and community improvement as from time to time may be appointed.

Serves on various boards for various organizations such as Newberry Opera House Foundation, Chamber of Commerce, etc.

Performs general office duties such as answering the telephone, typing correspondence, replying to e-mails, filing, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in a field consistent with local government management. Master's degree in Public Administration, Business Administration, or closely related field is desirable. Requires a minimum of five years of progressive experience in organizational policy and management; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Demonstrated experience in team building, strategic planning, budgeting, and communications is desirable. International City/County Management Association Credentialed Manager certification preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, which includes computer, typewriter, calculator, fax machine, copier, printer, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/ or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare various types of reports and documents with the proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak before an audience with pose, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking in areas such as administration, accounting, personnel, and public relations, in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and effectively in a variety of technical or professional languages including accounting and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; and to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high levels of stress when confronted with an emergency.

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

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the City Administration Department as they pertain to the performance of duties of the City Manager. Has extensive knowledge of public administration principles and practices with particular reference to City administration and operations, including the principles of organization and functions of City government units. Has knowledge of accounting information systems and of fund accounting and internal control. Has extensive knowledge of the legislative process of City government. Has extensive knowledge of research methods, techniques, sources of information and methods of report preparation. Is able to organize and coordinate the efforts of several City departments with other governmental or private agencies to accomplish program goals or objectives. Has extensive knowledge of local operations, programs, and problems and resources available to resolve City problems. Is able to develop working procedures and programs. Is able to express ideas effectively, both orally and in writing. Is able to maintain harmonious and effective working relationships with the City Council, employees, and the general public. Is familiar with all rules, regulations, laws, and ordinances of various departments and agencies. Is thoroughly familiar with fiscal management and budgetary procedures of governmental accounting. Is able to provide clear, concise information to individuals and groups. Has considerable knowledge of the principles of organization, planning, management, and supervision. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in carrying out duties and responsibilities. Is able to comprehend, interpret, and apply regulations, procedures, and related information.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to the City Council with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

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Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with other City officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally, directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and

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comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain a good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.