

# **CITY OF REDWOOD CITY CITY MANAGER**

## **DEFINITION**

Pursuant to Charter and Council policy, the City Manager serves as Chief Executive Officer of the municipal organization. This involves coordinating and directing the administrative affairs of the municipal government; serving as consultant and advisor to the City Council, Boards and Commissions regarding City issues, policy formulation and administrative matters; and representing the City in the community, with other agencies and professional organizations. Upon Council appointment, the City Manager may serve as the Executive Director of the Redevelopment Agency. The City Manager exercises independent judgment and initiative and is able to foster and maintain positive relationships with diverse constituencies. The City Manager is an at-will position that serves at the pleasure of the City Council.

## **SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the City Council.

Responsibilities include direct and indirect supervision of the various departments.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Provide the Council with the necessary data and effective processes to set long range policy direction for the City.
2. Facilitate strategic planning activities that include the development and implementation of multi year goals, objectives and administrative policies and procedures.
3. Role models and reinforces the City's core purpose and values in the community and the organization. Implements programs that engage and build the community and the municipal organization.
4. Oversee the preparation and administration of the City budget including long-term plan and funding options for capital improvement projects.
5. Involve executive team in improving and/or resolving operational and administrative issues.
6. Ensure the Council is kept apprised of City finances and administrative activities; and develop recommendations regarding City finances and administrative activities for Council consideration.

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7. Oversee the enforcement of all City ordinances.
8. Oversee Redevelopment Agency and upon Council appointment, serve as Executive Director of the Redevelopment Agency.
9. Interpret, analyze, and explain policies, procedures, and programs.
10. Represent the City in the community and at professional meetings as required.
11. Coordinate the City's collaboration with other governmental agencies and outside organizations.
12. Maintain an exceptional municipal staff which includes developing and maintaining a workforce planning program.
13. Create an organizational climate of teamwork and service excellence.
14. Perform all duties as may be prescribed by City Council action.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern municipal administrative methods and procedures, organizations, and functions.

Principles of public and business administration including public finance and personnel administration.

Community Building/Civic Engagement principles and programs.

Current social, political, and economic trends and operational issues of municipal government.

Applicable federal and state laws, rules, and regulations regarding local government operations.

Integrative strategic and advanced planning principles and concepts.

Effective leadership techniques and practices.

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**Ability to:**

Be a creative and strategic thinker.

Provide effective leadership and coordinate the activities of a large, full service, municipal organization.

Be a positive and optimistic leader who enjoys working with diverse people.

Conduct oneself in an ethical and professional manner.

Get things done both individually and through others.

Understand, appreciate and respect the Council/Manager form of government and value the role of the Council and Manager.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and adopt an effective course of action.

Care about people and show an interest in others.

**Experience and Education:**

*Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of progressively responsible experience in a top managerial capacity in a large municipal organization involving the responsibility for planning, organizing, implementing and supervising varied work programs and processes.

**Training:**

Equivalent to a Masters degree from an accredited college or university with major course work in public or business administration or a closely related field.

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**License or Certificate:**

Possession of, or ability to obtain, a valid California Driver's License.

**Essential duties require the following physical abilities:**

Ability to work in a standard office environment.

Sitting for prolonged periods of time.

Working at a computer.

**Effective Date:** Original November, 1984, Revised July, 2007

**Employment Type:** At-will