



# City Manager

Class Code:  
CTYMGR

Bargaining Unit: Executive Resolution

CITY OF SPARKS  
Established Date: Jul 1, 2006  
Revision Date: Aug 8, 2006

## SALARY RANGE

\$0.00 Hourly  
\$0.00 Biweekly  
\$0.00 Monthly  
\$0.00 Annually

## DESCRIPTION:

Under policy direction of the Mayor and City Council, plan, organize, coordinate and administer through management staff all City functions and activities; provide policy guidance and coordinate the activities of department directors; serve as Chief Administrative Officer of the Redevelopment Agency; foster cooperative working relationships with City staff, civic groups and inter-governmental agencies; this class is responsible for accomplishing Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner

## EXAMPLE OF ESSENTIAL DUTIES:

- Plan, organize, coordinate and direct through City officers, department directors and support staff the work of the City
- Coordinate the work of City departments
- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the City
- Work collaboratively with the elective officials at the head of the City Attorney's office and Municipal Court
- Responsible for executive level direction of the preparation, administration and adherence to the annual budget for the City through the Financial Service Department
- Work closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems
- Represent the City in contacts with governmental agencies, community groups, and businesses, professional and other organizations directly or through subordinate staff
- Advise the City Council on issues and programs

- Prepare and recommend long-range plans for City services and programs and develop proposals for action on current and future City needs
- Coordinate the preparation of a variety of reports or presentations to the City Council or outside agencies
- Make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance
- Monitor citywide employee relations staff development and grievance procedures
- Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis

**QUALIFICATIONS:****Minimum Requirements**

- Equivalent to a Bachelor's Degree
- Two years of experience as a City or County Manager or Assistant/Deputy Manager or 7 years as a Departmental Director
- Master's degree is desirable

**Knowledge, Skills, and Abilities**

- Administrative principles and methods
- Principles, practices and program areas related to the management of municipal functions
- Applicable legal guidelines and standards affecting City administration
- Principles and practices of budget development and administration
- Funding sources impacting program and service development
- Social, political and environmental issues influencing municipal program administration
- Plan, organize, administer and coordinate a variety of municipal services and programs
- Select, motivate and evaluate staff and provide for their training and professional development
- Develop and implement goals, objectives, policies, procedures and internal controls
- Analyze complex technical and administrative problems
- Evaluate alternative solutions and adopt effective course of action
- Prepare clear and concise reports, correspondence and other written materials
- Exercise sound independent judgment within general policy guidelines

- Establish and maintain cooperative working relationships with the City Council, citizens, public and private organizations, boards and commissions and City staff
- Requires ability to work in a typical office setting and use standard office equipment

**SUPPLEMENTAL INFORMATION:**

- Must pass a detailed background investigation
- Direct the selection, supervision and the work evaluation of departmental personnel
- Reports to the elected Mayor and Council for The City of Sparks
- This is an at-will appointive position exempt from the City of Sparks Civil Service System
- This position is exempt under FLSA guidelines