



City Manager

Class Code:
CTYMGR

Bargaining Unit: Executive Resolution

CITY OF SPARKS
Established Date: Nov 1, 2017
Revision Date: May 14, 2018

SALARY RANGE

\$100.61 Hourly
\$8,048.80 Biweekly
\$17,439.07 Monthly
\$209,268.80 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 and city staff. Serve as Chief Administrative Officer of the Redevelopment Agency. Foster cooperative working relationships with City staff, civic groups and inter-governmental agencies.

QUALIFICATIONS:

Applicants must possess the following minimum qualifications to continue in the recruitment process:

Education and Experience:

Bachelor's Degree in public administration, business or a related field and substantial management, supervisory or administrative experience preferably in local government or public agencies.

Master's Degree in public administration, business or a related field and substantial experience in a senior management position working in local government, varied public agencies or citizen's organizations is preferred.

Licenses and Certificates:

Must possess and maintain the equivalent to a valid Nevada Class C driver's license within thirty (30) days of hire.

Must acquire and maintain a minimum of ICS300 within six (6) month of hire and ICS400 when available.

International City/County Managers Association Credentialed Manager designation is preferred.

Residency

Must establish his or her residence within the City within 90 days after his or her appointment, unless the period is extended by the Council. He or she must reside in the City during his or her term of office.

EXAMPLE OF ESSENTIAL DUTIES:

Responsible to the Mayor and the City Council for the efficient administration of all the affairs of the City.

Exercise careful supervision of the City's general affairs.

Enforce all laws and all acts of the City Council which are subject to enforcement by the City Manager or persons under the City Manager's supervision.

Except as otherwise provided in the City Charter and to the extent authorized by law, exercise control over all departments of the City government, its appointed officers and its employees, other than the Municipal Court and its officers and employees.

Attend all meetings of the City Council and its committees, except when the Council is considering City Manager removal, with the right to take part in discussions, but without power to vote.

Recommend to the City Council the adoption of such measures and bills considered necessary or expedient.

Make investigations into the affairs of the City, any department or division of the City, any contract or the proper performance of any obligation owed to the City.

Prepare and submit to the City Council annually the Fiscal Year Budget, Strategic Plan and an Annual Report.

Keep the City Council fully informed as to the financial condition and needs of the City. Submit to the Council, at least once each month, a summary of all claims and bills approved for payment by the City Manager.

Not engage in any other business or occupation without the approval of the City Council.

Perform such other duties as prescribed by the City Charter or be required by ordinance or resolution of the Council.

Knowledge, Skills and Abilities:

- Principles, practices and analysis of budget, strategic planning and financial processes and reporting
- Principles, practices and program areas related to the management of municipal functions
- Principles and practices of labor negotiations and employee contract administration
- Principles and practices of emergency management
- Applicable legal guidelines and standards affecting city 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
- Recruit, 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 using an array of media
- Exercise sound independent judgment within general policy guidelines
- Establish and maintain cooperative working relationships with the Mayor, City Council, Department Directors, staff, citizens, public and private organizations, boards and commissions.
- Principles and practices of emergency management
- Train others in work procedures
- Computer applications and software related to the work including Microsoft Office
- Establish and maintain effective relationships with those contacted during work

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment.
Requires the ability to work outside in various weather conditions and terrain.

SUPPLEMENTAL JOB INFORMATION

- This position is Exempt under FLSA guidelines
- This position is at-will and exempt from the Regulations of the Civil Service Commission
- Required to work during emergency circumstances or inclement weather conditions
- This position reports to the elected mayor or city council for the City of Sparks
- This position is subject to an Employee Agreement

- Supervision exercised: Direct the selection, supervision and the work evaluation of staff
- May be required to pass a pre-placement drug screen and background investigation