

**CITY OF OBERLIN JOB DESCRIPTION**  
**City Manager**

<b>Title:</b>	City Manager	<b>Department:</b>	Administration
<b>Supervisor:</b>	City Council	<b>Positions Supervised:</b>	Department Directors (Police Chief, Fire Chief, Public Works Director, Planning and Development Director, Electric Director, and Assistant City Manager/Human Resources Administrator)
<b>Status:</b>	Full-time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Exempt	<b>Exempt Category:</b>	N/A
<b>Bargaining Unit:</b>	None	<b>Pay Grade:</b>	Set by City Council
		<b>Schedule:</b>	Regular business hours, evening meetings and other hours as needed.

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of Duties:** The City Manager shall be the chief executive officer and the head of the administrative branch of the municipal government. He or she shall be responsible to Council for the proper administration of all affairs of the Municipality. The City Manager shall function with an appropriate degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The City Manager is expected to exercise a high degree of initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. The City Manager works with appointees to provide visionary, innovative leadership, supervision, and general direction for the City.

The City Manager shall be committed to the mission, vision and values of the City and demonstrate such ethical conduct, community stewardship, individual initiative and responsive service. The City Manager shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of municipal resources, progressive decision-making, personal accountability and responsibility.

**Minimum Qualifications:** Requires a master's degree in public administration, business administration or related field, and at least 10 (ten) years of previous experience in the city management profession in progressively more responsible positions, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

## **Essential Functions:**

### **1. Duties required by the Charter:**

- a. Appoints, evaluates and, when necessary for the good of service, removes all officers and employees of the Municipality except those officers appointed by Council (and their employees) and except as he or she may authorize the head of a department or office to appoint and remove subordinates in such department or office
- b. Prepares the budget annually and submits it to the Council and is responsible for its administration after adoption
- c. Prepares and submits to Council as of the end of the fiscal year a complete report on the finances and administrative activities of the Municipality for the preceding year
- d. Advises council, in collaboration with the Finance Director, of the financial condition and future needs of the Municipality and makes such recommendations as may seem to him or her desirable
- e. Perform such other duties as may be prescribed by the Charter or required of him or her by Council, not inconsistent with the Charter
- f. Prepare the agendas for City Council meetings, in collaboration with the Council President and Vice President, and attend all meetings of Council except as excused by Council

### **2. Communication**

- a. Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council
- b. Communicates orally, and in writing, with residents, businesses, the press, the general public, civic groups, and the City Council to resolve concerns and problems, and answer questions
- c. Requires and reviews regular and comprehensive management reports from all subordinate departments and divisions
- d. Maintains current awareness of issues discussed by Boards and Commissions
- e. Attends and participates in professional groups and Committees; serves in an advisory capacity between City Council and all Boards, Commission and Committees
- f. Responds to and resolves difficult and sensitive employee, resident and other inquiries and complaints
- g. Communicates and demonstrates support for the City's mission, vision and values.
- h. Communicates effectively with the City's management team, employees, City Council, volunteers and the community
- i. Represents the City at non-ceremonial public functions, before citizens' groups, with business and industry groups and between governmental agencies

### **3. Leadership and Management**

- a. In accordance with the Charter, administers and enforces the City Charter and is responsible for the operations of the City
- b. Meets with and advises the City Council on matters related to City operations and policies
- c. Plans, coordinates and directs the operation of subordinate City departments and programs, evaluates organizational issues and problems and facilitates strategies to address issues and problems
- d. Maintains responsibility for intergovernmental relations with other cities, and public and private organizations
- e. Provides overall organizational leadership and promotes the organizational values
- f. Ensures a discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors
- g. Works with other appointees to create systems to facilitate and ensure maximum productivity of employees
- h. Recommends to the Council personnel policies and assignments for efficient operation of the City government
- i. Ensures that all laws, provisions of the Charter, and acts of the Council subject to enforcement, are faithfully executed
- j. Works cooperatively with all employees toward the common goal of providing high quality services
- k. Collaborates with other City Council appointees
- l. Manages the City's physical plan and infrastructure
- m. Employs human relations skills in customer service, problem-solving, decision-making and stewardship to demonstrate support for the City's mission, vision and values
- n. Initiates action to improve departmental and City operations, employee performance, morale and work methods
- o. Seeks federal and state grants and loans and seeks outside sources of funding; negotiates rates with various public and private utilities
- p. Make recommendations pertaining to the future direction of the City and engage in long range planning
- q. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology, related to municipal programs and operations

### **4. Required Knowledge, Skills and Abilities:**

- Knowledge of general management practices and principles including strategic planning
- Knowledge of municipal operations, finance and services
- Knowledge of complex public policy issues
- Knowledge of federal, state, regional and local jurisdictional partnerships
- Knowledge of local government practices and procedures including public sector procurement procedures and municipal financial management and fiscal policies
- Knowledge of latest information on state and national policy trends as they affect the City
- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials and representatives of private/public entities in the community
- Ability to research, collate and present information effectively
- Ability to prepare effective written documentation and reports

- Ability to coordinate complex, inter-departmental programs and procedures
- Ability to make effective public presentations
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

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Employee Signature

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Date

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Supervisor Signature

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Date

June 20, 2011, Ordinance 11-40 AC CMS  
Reviewed by Oberlin City Council