

Tremonton City

Job Description

Job Title:	City Manager (Chief Administrative Officer)	
Department:	City Manager	
Location:	102 South Tremont Street, Tremonton Utah	
Pay Level:	D-2	
Physical Demands: Category II – Light Work as per the Pre-Employment Evaluation Program		
Employment Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/> Safety Sensitive <input type="checkbox"/> On Call <input type="checkbox"/> Public Safety <input type="checkbox"/> Independent Contractor	Employment Classification <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Part-time Recreation <input type="checkbox"/> Temporary/Emergency <input type="checkbox"/> Firefighter/EMT <input checked="" type="checkbox"/> Benefits <input type="checkbox"/> Contract	Required Equipment <input type="checkbox"/> City Vehicle <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Pager <input type="checkbox"/> Personal Protective Equip.

Job Summary

Oversees the operations, future plans, and budgets of all City departments.

Supervision

Given: City Department Heads

Received: Mayor and City Council

Essential Powers & Duties

Powers and Duties as prescribed 3-925 of the Revised Ordinances of Tremonton City Corporation:

- Faithfully executes and enforces all applicable laws, ordinances, rules and regulations, and sees that all franchises, leases, permits, contracts, licenses, and privileges granted by the City are observed.
- Carries out the policies and programs established by the Council.
- Organizes and directs the management of the executive affairs of the municipality in a manner consistent with state laws and with City ordinances.
- Prepares the annual budget (to be construed as a financial estimate only) and keeps the Council advised as to the financial condition and needs of the City.
- Appoints, with the advice and consent of the Council, a qualified person to each of the offices of Police Chief, Community Center Director, Recorder, Finance Treasurer, Public Works, Engineer, and Attorney. Creates any other offices as may be deemed necessary,

with the consent of the Council, for the good of the City and regulates and prescribes the powers and duties of all other officers of the City, except as provided by law or by Ordinance.

- Examines and inspects the books, records, and official papers of any office, department, agency, board, or commission of the City and makes investigations and requires reports from personnel.
- Appoints, subject to the provisions of law and of the personnel Code and with the advice and consent of the Council, suspends, or removes heads of City offices, departments, and agencies.
- Establishes standards, qualifications, criteria and procedures to govern the appointments by heads of offices, departments, and agencies, or by other authorized officers, or divisional officers, assistants, deputies, and employees within their respective organizational units, subject to any applicable provisions of the merit system and Personnel Code.
- Submits to the Council plans and programs relating to the development and needs of the City and reports concerning the financial, administrative, and operational activities of City offices, departments, agencies, boards and commissions together with his/her evaluation and recommendations relating to them.
- Attends all meetings of the Council and takes part in its discussions and deliberations, but without the right to vote.
- Appoints, with approval by majority vote of the full membership of the Council, an acting City Manager to serve in his/her absence or temporary incapacity to perform the powers and duties provided for in this part.
- Discharges any other duties specified by statute or imposed by the Council.
- Notifies the Mayor and the City Council of any emergency existing in any department under his/her supervision.
- Authorizes a Department Head or officer responsible to him/her to appoint and remove subordinates serving under that Department Head or officer.
- Designates himself/herself or some other officer or employee to perform the duties of any office or position in the administrative service under his/her control which is vacant or which lacks administration due to the absence or disability of the incumbent.
- Assigns any employee of the City to any department or branch thereof requiring services appropriate to the personnel system classification of the employee so assigned.
- Prescribes such rules and regulations as he/she shall deem necessary or expedient for the conduct of administrative agencies subject to his/her authority and revokes, suspends, or amends any rule or regulation of the administrative service by whoever prescribed.
- Has the power, either by himself/herself or by an officer or person designated for the purpose by him/her, to investigate and to examine or inquire into the affairs or operation of any department, division, or office and when so authorized by the Council, he/she has power to employ consultants and professional counsel to aid in such investigations, examinations, or inquiries.
- Has the power to examine all proposed contracts to which the City may be a party and approve and release on behalf of the City all performance bonds for on-site and off-site improvements and similar obligations. All such approvals and releases shall be listed on the consent calendar portion of the Council agenda, ratified by the Council, and referenced in the minutes of the meeting
- Has the power to approve merit pay increases and bonuses for City employees when appropriate with the consent and approval of the Council.
- Has the power to set aside any action taken by a Department Head.

- Has the power to direct any department, division, or office to perform the work for any other department, division, or office.
- Has the power to set the dates of all public hearings. All such dates shall be placed on the consent calendar portion of the Council agenda, ratified by the Council, and referenced in the minutes of the meeting.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Management, supervision, planning, budgeting, accounting, governmental finance, and personnel principles and practices.

Skills in:

- Furnishing and obtaining information as well as requiring tact and judgment to avoid friction.
- Communicating with executives on matters requiring explanations and discussions.
- Presenting data to the outside public that may influence important decisions.

Ability to:

- Organize, establish, and delegate meaningful goals.
- Communicate effectively verbally and in writing.
- Balance multiple conflicting priorities and decisions that are subject to criticism and interpersonal conflict.
- Collect and rapidly assimilate facts.
- Concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Constructively and creatively solve problems and resolve disputes.
- Understand and follow City ordinances and policies.

Physical Demands

- Typically sit at a desk or table.
- Frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds.
- Occasional bending, stooping, and/or lifting.
- Considerable walking may be involved.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

Working Conditions

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Work is primarily performed in an office or other environmentally controlled room.

Education & Experience

- A high school diploma or equivalent is required.
- Ten years directly related working experience including at least six years supervisory and municipal administration background.
- Bachelor's Degree in Public Administration, Business Management, Accounting or related field required. Master's Degree preferred.
- The City may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.

Special Requirements

- Must have a valid Utah driver's license.
- Must live within Tremonton City incorporated limits.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.