



JOB DESCRIPTION

JOB TITLE:	City Manager		
DEPARTMENT:	Administration	DIVISION:	
REPORTS TO:	Mayor and City Council		
SUPERVISES:	All Personnel within the Organization		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	7/9/2020

POSITION SUMMARY

Under limited direction, this executive position performs complex planning and directing City government functions, ensuring proper operations, staff and budgeting, advising and assisting the City Council on operations and governance, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Mayor and City Council. Organizational supervision is exercised over all personnel within the organization and related work as required.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Plans and directs City government functions as established by federal and state laws, City Charter, City ordinances and the City Council.
- Manages and supervises all City departments, divisions and functions including administrative services, public works, public housing, police services, fire services, code services, parks and recreation, community and government relations.
- Plans, develops, prepares and coordinates short- and long-term plans, according to strategic initiatives.
- Coordinates annual review of the City strategic plan.
- Coordinates department activities with other departments and agencies as needed.
- Collects, reviews and prepares written reports, presentations and recommendations to the City Council and various boards and committees, civic groups and the general public.
- Advises the City Council on financial conditions and current and future City needs.
- Provides recommendations to the City Council regarding policies, staffing levels, budgets and other matters requiring City Council action.
- Oversees the planning, preparing, recommending and administering of the annual City budget.
- Identifies community needs; develops strategies, programs and resources to meet those needs.
- Promotes equity and inclusivity within the City and the City's organizational structure.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Non-Public Data: This position may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

Confidential Position: Collects and creates information used to develop management positions for the collective bargaining process.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree with coursework in public administration, political science, business management, economics, or related field; Master's degree preferred.
- Six years experience in municipal government

Training, Certificates, and Licenses

- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal finance practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain collaborative and effective working relationships with department heads, City Council, civic and business leaders, associates and the general public.

WORKING REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires standing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). The City of Moorhead will consider reasonable requests for an accommodation made by an employee to perform these Working Requirements.

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date