



CITY OF DAWSONVILLE

CITY MANAGER

ADM/1
Exempt
1500 General

JOB SUMMARY

This position is responsible for administering the day-to-day operations of the city government.

MAJOR DUTIES

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; directs work; evaluates, counsels and disciplines personnel.
- Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem situations, and provides technical expertise.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; interprets and explains city ordinances; initiates actions necessary to correct deviations or violations.
- Consults with Mayor and City Council as needed to review city activities, provide recommendations, resolve problems, and receive advice and direction; makes presentations to City Council.
- Promotes positive public relations with the community; responds to the media about city issues; represents the city at meetings and social functions; attends various meetings and serves on committees as needed; makes speeches or presentations.
- Develops and implements annual city budgets; prepares and reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate.
- Develops and implements long- and short-term plans, goals and objectives for the city; plans long-term infrastructure improvements.
- Develops, updates, and implements policies and procedures; recommends policy changes to the City Council.
- Prepares or completes various forms, reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as important.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations, regulations and standards.
- Knowledge of community and economic development practices.
- Knowledge of human resource principles and laws.
- Knowledge of budgetary principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Mayor and Council assign work in terms of city goals and objectives. Review of work through

performance evaluations, reports, and observation of city activities.

GUIDELINES

Guidelines include the City Charter, Code of Ordinances, personnel and financial policies, state and federal law, and other city procedures. These guidelines require judgment, selection and interpretation in application. This position develops city guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The variety of city operations contributes to the complexity of the position.
- The purpose of this position is to administer the operations of the city government. Success in this position contributes to the efficiency and effectiveness of all city government operations.

CONTACTS

- Contacts are typically with department heads, other city employees, elected and appointed officials, business leaders, state and federal officials, and the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over City Clerk, Utilities Director, Public Works Director, Planning Director and Engineer Director.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

LICENSE AND CERTIFICATIONS

- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).

SALARY RANGE

Based on level of qualifications and experience.