

City of Dunedin, Florida
Class Description

JOB TITLE: City Manager
City Manager's Office

GENERAL STATEMENT OF JOB

Under policy direction, serves as chief administrative officer for the City of Dunedin. Develops and implements City policies and procedures to ensure the proper and responsible management of all City operations, plans, resources and services; develops and administers the City budget. Supervises, directs and evaluates the work of department managers and assigned support staff. Reports to the City Commission. Performs related administrative and supervisory work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Directs the work of all City department heads and assigned support personnel; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures the adequate training and professional development of City personnel.

Develops, recommends to the City Commission and implements City policies and procedures; determines City goals and objectives, and formulates and implements comprehensive and strategic plans to obtain such goals and objectives.

Develops and administers the City's annual Legislative Package.

Monitors City projects and functions in progress for compliance with established goals, schedules and standards.

City Manager, City Manager's Office

Prepares and submits for Commission approval the annual City operating budget; administers the approved budget.

Maintains effective City public relations through positive contact and cooperation with the news media, community and City officials and employees.

Coordinates the activities of City government with other agencies within the County and with state and federal agencies.

Receives and responds to inquiries, concerns, complaints and requests for assistance from Commission members, other agencies, other municipalities and the general public.

Plans and conducts management and staff meetings; provides administrative assistance and direction for various boards and commissions.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in public administration, urban planning, business administration or related field with ten years of experience in municipal administration; [with seven years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the City Manager. Has considerable knowledge of the functions and interrelationships of the City and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of administration, financial administration and government budgeting, public works, development, public services, etc., and is able to provide direction, motivation, supervision and support to the heads of those City departments. Has the ability to plan and develop daily, short- and long-term goals related to City purposes. Has the ability to plan and coordinate the most effective use of personnel,

City Manager, City Manager's Office

facilities and resources to achieve City goals. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to compile, organize and utilize various financial information necessary in the preparation of the City budget, and knows how to prepare and administer the budget. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Knows how to make public presentations. Has knowledge of modern office practices and technology. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to engage in high-level consulting and/or mentoring. Includes the ability to provide guidance or advisement concerning implications of courses of action, and merits of one or more strategies in comparison to others. Has the ability to offer instruction and advice to subordinates regarding City policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Knows how to maintain effective relationships with personnel of other agencies, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a calculator and telephone.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, design, advisory, consulting and synthesis data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual

City Manager, City Manager's Office

thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general objectives for an entire organization. Is able to make sound, educated decisions. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization. . Is able to assemble and analyze information and make written plans, proposals, reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as the use of a calculator.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Mayor

Date