

**CITY OF HEMET**

**CITY MANAGER**

DEFINITION

Subject to legislative determination of policy and professional ethics of City Management, manages the operation of City Departments; assists the City Council in carrying out their role as representatives of the citizens of Hemet; administers operational activities; heads the City's management team.

CLASS CHARACTERISTICS

This is a single position class in which the incumbent operates within a framework of high visibility and accountability for City operations. The incumbent reports directly to the City Council and must be able to meet their needs as well as operationalize policies through a variety of subordinate managers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Enforces and administers the provisions, laws, and ordinances governing the City.
2. Establishes general administrative goals and objectives for the City and directs the preparation of related plans and procedures.
3. Responds to City Council inquiries regarding matters related to the City and ensures that Council directives are carried out.
4. Plans, coordinates, and directs the work of the City departments.
5. Meets with and advises the City Council in the determination of policies and reports on financial status and general conditions of the City; recommends legislation and policies required in the public interest.
6. Prepares and proposes the annual budget, providing for a balancing of revenues and expenditures.
7. Represents the City in a variety of meetings and public functions; appoints and removes department heads and subordinate officers and employees.
8. Coordinates the general activities of the City government with other governmental and private agencies.

EXAMPLES OF DUTIES (Continued)

9. Investigates complaints regarding the management of City departments; conducts or directs investigation into complaints, problems, and service levels; resolves public complaints.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in public/business administration or related field and five years of progressively responsible experience in the planning, organization, coordination, and administration of varied municipal activities.

Knowledge, Skills, and Abilities

Extensive knowledge of management theory and practice; full service municipal organization and finance; supervisory practices and techniques. Considerable knowledge of the operations typical of subordinate municipal services; management of a positive employee relations program; techniques for promoting economic development; techniques of maintaining effective Council/staff and public/staff relations. Ability to plan, direct, and coordinate City-wide programs and manage a City; establish and maintain effective relationships with the community at large, the City Council, and other public officials; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting City-wide operations/procedures; supervise the work of subordinate managers engaged in a variety of City services and occupational fields.