

CITY MANAGER

I. NATURE OF WORK

This is a highly responsible executive-level position involving planning, directing and coordinating the work of city departments, services and functional units on behalf of the City Council. Work is performed under the policy direction and oversight of the City Council, and the employee is accountable to the City Council. In addition to the essential functions of work, specified below, the employee must be able to perform other related duties, as assigned.

II. ESSENTIAL FUNCTIONS OF WORK

A. Policy Development & Oversight

- 1) Work closely with the City Council to articulate and accomplish strategic goals and objectives.
- 2) Inform and advise the City Council on relevant administrative, financial, legal and organizational parameters that affect the accomplishment of municipal goals and objectives.
- 3) Provide administrative and technical support to the City Council, through the following: supervising the preparation of agendas and reports for the City Council (and the public); analyzing policy issues; formulating plans to improve the effectiveness and efficiency of city operations and services; and offering recommendations to improve City Council functioning and effectiveness.
- 4) Faithfully execute City Council policies and maintain overall responsibility for accomplishment of goals and objectives (set by the City Council).

B. Oversee Management of Fiscal, Capital, & Human Resources

- 1) Assist the City Council in developing budget goals.
- 2) Within parameters set by the Council, direct the preparation of the annual operational budget, along with multi-year physical capital and human capital budgets.
- 3) Oversee budgetary execution and control, and recommend or approve any necessary budgetary adjustments.

- 4) In coordination with the finance director, provide periodic reports on the city's financial status and financial forecasts. Identify any anticipated problem areas, and suggest potential remedial actions.
- 5) In coordination with leadership team members and the human resources director, provide periodic reports on: current and projected staffing needs; employee satisfaction, engagement, and retention; and staff training and development programs.

C. Oversight of Operational Performance

- 1) Maintain ultimate administrative responsibility for the effective and efficient operation of the city government.
- 2) Assure compliance with applicable city, state, and federal rules, regulations, laws and ordinances.
- 3) Monitor the overall effectiveness and efficiency of city programs, activities and staff, using sound, data-based measurement and quality assurance practices. Work to improve their efficiency and effectiveness.
- 4) Provide overall direction, coordination, and leadership of department head and functional work teams, dividing up responsibilities and prioritizing resources.
- 5) Appoint department heads and other (designated) high-level personnel, with the advice and consent of the City Council. Provide appropriate leadership, supervision and support to this leadership team.

D. Intergovernmental & Public Relations

- 1) Represent the city before local, county, regional, state and federal governmental entities and elected officials.
- 2) Foster the development of collaborative relationships with other governmental entities and key community institutions and organizations, both public and private (e.g., Minot State University, Minot Air Force Base, area economic development organizations, regional healthcare systems, etc.).

- 3) Assure a high level of customer service to the residents of Minot, with timely and responsive attention to requests, complaints, questions, disputes and concerns.

III. REQUIREMENTS OF WORK

- A. The fundamental ability to bring about the provision of governmental services in an effective and efficient manner, with accountability and transparency of process.
- B. Strong commitment to the underlying core values of the city, and its statements of mission and goals.
- C. Extensive knowledge of the principles, theories and practices of modern executive and administrative planning and management.
- D. Thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs and practices in providing public services through city government.
- E. Thorough knowledge of modern principles, practices, methods and techniques in evaluating program, staff, financial and facility needs of a medium-sized city.
- F. The ability to understand, conceptualize, and analyze complex situations, giving adequate weight to competing interests, priorities, and values. Excellent problem-solving skills are required.
- G. A high level of interpersonal awareness and skill, resulting in the following: the ability to interact effectively with members of the City Council, city staff, representatives of other governmental organizations, and the general public; lead effective teams; successfully manage conflict; and foster healthy and functional organizational dynamics and culture.
- H. Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of department heads and relevant support staff.
- I. Commitment to collegial and collaborative leadership and management approaches.
- J. Ability to communicate complex ideas effectively, both orally and in writing.
- K. Ability to understand socio-economic and cultural aspects of an increasingly diverse urban population, with the goal of effectively satisfying community needs and aspirations.

IV. MINIMUM TRAINING AND EXPERIENCE

Possession of a master's degree in public administration, management, business administration, or related field, and broad and diversified managerial experience in planning and directing major programs of public or private organizations; or any equivalent combination of training and experience.

V. PHYSICAL & OTHER REQUIREMENTS

The employee must be capable of "light work", with adequate communicative, sensory and mobility ability to function in primarily a typical office work environment (with occasional work in off-site settings and adverse environmental conditions). Non-physical demands include: the ability to effectively interact with a broad range of people; cope with time pressures, multiple simultaneous tasks and demands, and irregular work schedules; occasionally travel outside the city; respond to emergency situations; and work closely with others as part of a team. The employee must have, or be able to obtain, a North Dakota drivers license.