



CITY OF ALBANY CITY MANAGER

Under policy direction of the City Council, plans, organizes and provides administrative direction, oversight and coordination for all City functions and activities; administers and coordinates, through management staff, all City functions and activities; encourages and facilitates provision of services to City residents and businesses; provides information and policy guidance to the City Council and the department heads; fosters cooperative working relationships with civic groups, inter-governmental and regulatory agencies, various public and private groups and City staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct and indirect supervision over management, supervisory, professional, paraprofessional, and support staff.

Class Characteristics

Serves as Chief Executive Officer for the City, and has overall responsibility for policy development, program planning, fiscal management, administration and operation of all City functions, programs and activities. The incumbent is responsible for accomplishing Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes and administers, either directly or through subordinate management and supervisory staff, all City operations; coordinates and evaluates the work of the City in accordance with applicable laws, codes and regulations and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives and programs for the City Council and the City; develops administrative policies, procedures and mandated services in an effective, efficient and economical manner.
- Meets regularly with department heads to assure coordinated delivery of all city services.
- Works closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs and financial status; prepares and recommends long- and short-range plans for City service provision, capital improvements and funding; directs the development of specific proposals for action regarding current and future City needs.
- Oversees the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities and other public property.
- Represents the City and the Council in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations; acts as the City liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.

- Oversees the selection, training, professional development and work evaluation of City staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures and other written materials.
- Ensures the Council is kept informed of City functions, activities and financial status and of legal, social and economic issues affecting City activities.
- Monitors changes in laws, regulations and technology that may affect City operations; implements policy and procedural changes as required.
- Performs related duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and procedures of public administration in a municipal setting.
- Functions, services and funding sources of a municipal government.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Applicable federal and state laws, codes, ordinances and regulations.
- Principles and practices of municipal budget development, administration and accountability.
- Principles, practices and legal elements of California economic, community development and redevelopment issues.
- Current social, political and environmental issues affecting City government and service provision.
- Funding sources impacting program development and service provision.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Provide city-wide leadership to managers, supervisors, and employees.
- Ensure performance and accountability of all department heads and provide oversight regarding any personnel matters.
- Oversee all City financial activities, including administering investments, the development and implementation of the City budget, and the control of all expenditures and purchases.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent the City in meetings with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, public policy, finance, or a related field; a Master's degree is preferred. Responsible administrative experience including five years of municipal management experience, training and/or experience in planning, personnel, public works, and finance, and practical experience in city management and administration.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.