

City of Coalinga

155 W. Durian
Coalinga, CA 93210

City Manager

*Pay Class: Contract
FLSA Exempt*

DEFINITION

Under policy direction of the City Council except as otherwise provided in the City of Coalinga's Municipal Code Chapter 4, Article 1, serves as the Chief Administrative Head of the City government. Responsible for efficient administration of all the affairs of the City under his/her control which may include, but is not limited to, directing the activities and operation of all departments, functions and services; developing, recommending and implementing policies, program planning and fiscal management; ensuring the City's citizens are provided with desired and mandated services in an effective, cost efficient manner; coordinating City business with various programs, officials and outside agencies; advising and assisting the City Council in the conduct of City business; and performing other duties as required.

SUPERVISION RECEIVED/EXERCISED

The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purposes of inquiry, and neither the Council nor any of its members shall give orders directly to any subordinate of the City Manager. The City Manager shall take his/her orders and instructions from the City Council only upon official action taken in a duly held meeting of the Council and no individual Council member shall give any orders or instructions to the City Manager, except as the Council shall have officially instructed such Council person to do so .

Exercises direct and indirect supervision of all department heads and City staff. It shall be the duty of all department heads and City staff to assist the City Manager in administering the affairs of the City efficiently, economically and harmoniously.

POWERS AND DUTIES

In addition to his/her general powers as Administrative Head, and not as a limitation thereon, s/he shall have the following powers and duties:

- Law Enforcement. Ascertains that all laws of the state pertaining to the City and all laws, ordinances and policies of the City are duly enforced and all franchises, permits and privileges granted by the City are faithfully observed.
- Direction of Officers and Employees. Controls, orders and gives directions to all heads of departments, subordinate officers and employees of the City, except the City Clerk, City

Treasurer and the City Attorney; transfers employees between departments; consolidates or combines and/or eliminates offices, positions, departments or units under his/her direction, and exercises control over and supervises, in general, all departments and divisions of the City and all appointive officers and employees thereof, subject to all applicable personnel ordinances, rules and regulations.

- Appointment and Removal. Appoints, removes, promotes, demotes, suspends or dismisses all officers and employees over whom s/he has jurisdiction, subject to all applicable personnel ordinances, rules and regulations.
- Reorganization of Offices, Positions and Departments. Reorganizes offices, positions, departments or units under his/her direction as may be indicated in the interest of efficiency, effectiveness and/or economical conduct of the City's business.
- Adoption of Laws. Recommends to the City Council for adoption of measures, ordinances, and resolutions as s/he deems necessary or expedient.
- Council Meetings. Attends all meetings of the City Council, unless excused or when his/her removal is under consideration by the City Council.
- Financial Reports. Keeps the City Council at all times fully advised as to the financial conditions and needs of the City.
- Budgets and Salaries. Prepares and submits the annual budget to the City Council for its approval and administers the budget after its adoption; annually recommends a salary plan to the Board of Review for its consideration, and then to the City Council for approval.
- Expenditure Control and Purchasing. Purchases or causes purchases of all supplies, designated services and/or equipment for the departments of the City; reports all expenditures to the City Council.
- Investigations. Investigates into the affairs of the City, and any department thereof, and any contract or the proper performance of any obligations of the City.
- Supervision of Public Property. Exercises general supervision over all public buildings, parks, streets and other public property which are under the control and jurisdiction of the City Council, including all utility systems and properties.
- Leadership. Provides leadership for civil movements designed to benefit the residents of the City when authorized by the City Council.
- Boards, Committees and Commissions. Attends any and all meetings of the Planning Commission, boards or committees created by the City Council, upon his own volition or upon direction of the City Council.
- Additional Duties. Performs such other duties and exercises such other powers as may be delegated to him/her from time to time by ordinance, resolution or other action of the City Council.

MINIMUM QUALIFICATIONS

The City Manager shall be appointed by the City Council on the basis of his/her administrative and executive qualifications, ability and technical training. The specifications listed below outline the desirable qualifications and do not necessarily convey the qualifications of incumbents within the position.

Education: A Bachelors degree from an accredited school with major course work in public administration, business administration or a related field. Master's degree is highly desirable.

Experience: Seven (7) years of experience as a City Manager in a similar community; or ten years of administrative or managerial experience in government or private industry in work requiring knowledge of public services, budgeting, personnel, purchasing and related central services.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: Modern methods, procedures, organizations and functions of municipal administration; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principles and techniques for maintaining effective Council/staff and public/staff relations; philosophy and common practices of public personnel administration; methods of analyzing, evaluating and modifying administrative procedures and principles of organization and management; principals of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

Skill and Ability to: Serve effectively as the administrative agent of the City Council; provide effective leadership and coordinate the activities of a full service, municipal organization, including housing and redevelopment and economic development programs; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; work with and coordinate the activities of administrative officials while encouraging their development as administrators; plan and enforce a balanced budget; analyze City organizational and administrative problems, adopt an effective course of action and provide leadership to others in such action; prepare clear and

comprehensive written reports; select, supervise, train and evaluate staff; establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies in the capacity of agent for the City Council; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

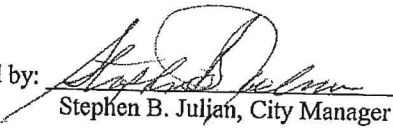
ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

***NOTE:** The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls and outdoors with hot or cold temperatures; hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for long periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by:  3/4/08
Stephen B. Juljan, City Manager Date