

CITY OF HELENA



Position Title: City Manager

Department: City Manager

Position #: 9903

Grade: 999

EEO Category: (01) Officials/Administrators

FLSA: Exempt

EEO Function: (01) Financial Administration

Work Comp Code: 8743

DEFINITION

Working under the broad policy guidance of the City Commission, performs high level administrative, technical and professional work in directing and supervising the administration of city government.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Commission.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors, except the employees of the City Commission.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises and administers all departments, divisions, agencies and offices of the City, except the Commission and its employees, to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans.

Coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Commission and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Advises the Commission of financial conditions and current and future City needs; prepares and submits the City Manager's recommendations for the annual budget in a timely manner; administers the adopted budget of the City; assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites the workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Manages the City work force; performs or assists subordinates in performing duties; resolves grievances, errors and complaints; appoints and removes all department heads, officers and employees of the City except for members of the Commission and its employees; conducts and carries out applicable labor management functions.

Important & Essential Duties cont.:

Performs duties required by law, ordinance or resolution; carries out policies established by the Commission; ensures that all laws and ordinances and resolutions are faithfully implemented and enforced.

Makes recommendations to the Commission such measures as he/she may deem necessary or expedient; prepares and submits to the Commission such reports as may be required by that body or as the Manager may deem advisable to submit; may serve as the head of one or more statutory departments; executes bonds, notes, contracts and written obligations of the Commission, subject to the approval of the Commission.

Attends all meetings of the Commission at which attendance may be required by the Commission.

Fulfills all duties and responsibilities of the City Manager as listed in the City Charter, Article III, attached as Appendix A.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Complex public policy issues.

Intergovernmental relations.

Federal, tribal, state, county, regional and local jurisdictional partnerships.

Municipal financial management and fiscal policies, human resources, public works, public safety, and community development.

Modern policies and practices of public administration.

Skill to:

Prepare and administer municipal budgets.

Plan, direct and administer municipal programs.

Operate modern office equipment including computer equipment.

Ability to:

Shape and implement policy direction.

Listen, facilitate and synthesize multiple points of view.

Prepare and mentor managers to assume broader leadership roles.

Foster an organizational climate that attracts, retains and develops talent at all levels.

Facilitate and sustain positive labor relations.

Communicate orally and in writing with all levels of City staff, City officials and citizens.

Manage, organize and direct the work of others and provide organizational leadership.

Build effective working relationships with City officials, coworkers, subordinates and the citizens.

Prepare and analyze comprehensive reports.

Carry out assigned projects to their completion.

Respond to and resolve difficult and sensitive employee, resident and other stakeholder inquiries and complaints.

Physical Demands/ Work Environment:

Duties generally performed indoors in office environment. Duties require frequent periods of sitting, talking or hearing, and using hands to finger, handle or feel, with occasional periods of standing, walking, pulling/pushing items, lifting/carrying items, keyboarding, and reaching with hands and arms. Weights up to 50 pounds are encountered. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to add, subtract, multiply and divide. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to work in high precarious places, outdoor weather conditions, human error, and angry/hostile humans. Must have the ability to travel to different sites and locations.

Experience and Training Guidelines:

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

Experience:

Five (5) year of experience as a municipal administrator or any combination of education and experience.

Training:

Graduation from an accredited four year college or university with a degree in public administration, political science, business management, finance or a closely related field. A Master's Degree in one of the above noted disciplines is preferred, and can be substituted as one year's experience.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six (6) months of hire.

Special Requirements:

Must be bondable

Residency within Helena city limits required within one-hundred and eighty (180) days of employment.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____ **Date:** _____

ARTICLE III
City Manager

Section 3.01 - Appointment, Removal and Compensation

1. The commission shall appoint and remove the city manager by a majority vote of the whole number of the commission.
2. The appointment shall be based on merit only and shall be for an indefinite term.
3. The commission shall set the salary of the city manager.

Section 3.02 - Duties and Responsibilities

1. The city manager shall be the chief administrative officer of the city and shall be responsible to the commission for the administration of all city affairs required by this charter, law, ordinance or resolution.
2. The manager shall:
 - a) cause the enforcement of laws, ordinances, and resolutions;
 - b) perform other duties required by law, ordinance, or resolution;
 - c) direct, supervise, and administer all departments, agencies and offices of the city except as otherwise provided by law or ordinance;
 - d) carry out policies established by the commission;
 - e) prepare commission agenda;
 - f) make recommendations to the commission;
 - g) report to the commission on the affairs and financial conditions of the city;
 - h) execute bonds, notes, contracts, and written obligations of the commission subject to the approval of the commission;
 - i) report to the commission as the commission may require;
 - j) attend commission meetings with the right to take part in the discussion, but may not vote;
 - k) prepare and present the budget to the commission for its approval and execute the budget adopted by the commission;
 - l) appoint, and be administratively responsible for all city employees, including their suspension or removal, except as otherwise provided by ordinance;
 - m) be responsible for the administration of an employee appeals procedure as adopted by the commission.