

## CITY MANAGER

**GENERAL DESCRIPTION OF THE POSITION:** To administer a city government which serves the best interests of the entire Owosso community. Serves as the administrative agent of the City Council. The duties of the City Manager are described in the Owosso City Charter. This document should be considered a supplement to the Owosso City Charter. If this document conflicts with the Owosso City Charter, the Charter shall prevail.

**SUPERVISION RECEIVED:** Work is performed under the direction of the City Council.

### **ESSENTIAL FUNCTIONS:**

The City Manager shall serve effectively as Chief Administrative Officer of the City of Owosso.

- Keep informed and report to the Council concerning city affairs and the work of the departments of the city. Secure from the officers, department managers, and professional personnel of the city such information and periodical or special reports as deemed necessary.
- Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote.
- Recommend to the Council from time to time, such measures as deemed necessary or appropriate for the improvement of the city, its administration, or its services.
- Possess such further powers and performs such additional duties as may be granted to or required by the Council.
- Facilitate Council actions, including adoption of measures and ordinances by coordinating agenda preparation and necessary information and background required by the City Council.
- Keep Council members well informed on issues that might become matters for community concern.
- Establish any rules necessary to carry out any of the duties listed above.

The City Manager shall effectively and efficiently administer the city internally, its departments, programs, personnel, and other resources.

- Supervise and coordinate the work of the administrative officers and departments of the city.
- Employ or be responsible for the employment of all city employees, and supervise and coordinate the personnel policies and practices of the city.
- Resolve the conflict or supply the necessary authority, consistent with law and ordinance, in case of conflict of authority between officers and administrative departments or, in case of absence of administrative authority occasioned by inadequacy of charter or ordinance

provisions, and direct the necessary action to be taken in conformance; making a full report promptly to the Council.

- Prepare the annual budget proposals of the city, together with supporting information.
- Establish and maintain a central purchasing service for the city.
- Implement Council-adopted goals and policies and be responsible for adopting and keeping current the city's Master Plan .
- Fairly administer the charter, laws and ordinances of the City of Owosso and recommend amendments to ordinances or policies that have proven to be impracticable or in need of change.
- Administer city programs effectively and efficiently with progress and status reports ongoing to the City Council.
- Propose for City Council adoption, a work program for improvements in the City of Owosso, incorporating City Councils and Manager's goals and objectives.
- Supervise city employees effectively and fairly, including the appointment and removal from office when necessary of department heads, division chiefs and other employees.
- Provide leadership to maximize talents and skills of all city employees by continuing to implement results oriented policies.
- Administer financial resources effectively with particular emphasis on providing adequate fiscal controls on spending, revenue handling, and investing; presenting a clear balanced budget which meets the needs of the community within resources available; keeping Council clearly advised on a monthly basis of financial conditions and needs of the city.
- Present budget per requirements of the City Charter and administer in accord with the required Charter provisions.
- Maintain an inventory of city-owned property.

The City Manager shall effectively maintain city relationships with the community, other levels of government, and other appropriate entities.

- Shall present Council policy within the framework of directives or adopted policy when dealing with the public or media even when the direction is contrary to the City Manager's personal opinion.
- Represent the interests of Owosso at other levels of government.

- Maintain contacts with Federal, State, County and other governmental units.
- Maintain effective relationships with the various segments of the community.
- Represent the city to businesses and developers to promote economic development while protecting the best interest of the city and its residents.

The City Manager shall demonstrate personal characteristics that facilitate goal achievement.

- Manage the city with complete integrity and decisiveness.
- Observe professional code of ethics applicable to this position.
- Manifest a personal sense of responsibility to the city.
- Be personally available to run the city and see that authority is properly delegated so that the city will continue to operate effectively.
- Use professional knowledge and skills to manage and continually improve the operations of the city. Be creative and open to new ideas and approaches.

**JOB REQUIREMENTS:**

Education and experience:

- Preferred executive municipal management experience.
- Graduation from an accredited four-year college or university.
- A Master's Degree is preferred.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of municipal government.
- Working knowledge of state and federal requirements.
- Proven ability for innovation and follow-up to desirable accomplishments.
- Ability to work effectively with city officials, other governmental authorities, employees, and the general public.
- Demonstrated competence in the use of office equipment, including computers and in the operation of computer software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.

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Revised July, 2011