



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: City Manager

Definition:

The City Manager works under policy guidance from the City Council. The position plans, organizes, fiscally controls, directs, administers, reviews and evaluates the operations and services of the City of Webster City. The position develops and carries out budget and ensures government operations function effectively while complying with applicable laws and regulations.

Appointed by City Council

City of Webster City Code of Ordinances, Policy and Administration – Chapter 23

Supervision Exercised: Direct supervision over management, supervisory, professional, technical and administrative support staff.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

Specific duties include:

- Provide complex administrative assistance to the City Council; confer with the City Council on a wide variety of municipal government issues; recommend policies, procedures to be taken by the City Council. Carry out City Council decisions or directives.
- Develop and administrate the annual budget including capital improvement and capital equipment plans.
- Direct and manage the development and implementation of City goals and objectives following the City Comprehensive Plan; recommend and administer policies and procedures for all service areas. Allocating resources accordingly.
- Responsible for financial reporting and coordinating outside financial activities such as yearly audits and bonding requirements.
- Direct all personnel matters of the City and Utilities. Responsible for hiring, reclassifying and discharging employees. Provide supervision of the collective bargaining process.
- Monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures, identify areas of improvement and direct the implementation of changes.

- Maintain confidentiality of work-related issues and City information.
- Provide assistance to the Mayor and Council in economic development efforts, policy research and recommendations.
- Serve as liaison and support to advisory Boards and Commissions and intergovernmental agencies locally and on the state and national levels.
- Serves as the principal public contact point for citizen requests for information and complaints with empathy and tact.
- Assure compliance with state and federal regulations.
- City of Webster City liaison with Corn Belt Power.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

- **Required Competencies:**

Including but not limited to the following:

Knowledge of:

Knowledge of municipal utility functions with an emphasis on electric utility operations, administration and rate setting.

Water, sewer and environmental compliance.

Experience in economic development.

Knowledge of various funding techniques including Tax Increment Financing.

Experience in staff supervision, reorganization, training and labor union activities.

Understanding of public works operations and experience in infrastructure maintenance and replacement.

Significant experience in working with a City Council or other elected officials.

Experience in strategic planning and implementation.

Knowledge of annexation, planning and zoning activities.

Strong public relations skills.

Up-to-date computer and technology skills.

Management Capabilities:

Take a strong leadership role in providing teambuilding and fostering staff morale. Promote communications among departments in the coordination of department duties.

Involve the staff in the decision-making process and keep them well informed on City issues and projects through orientation and regular meetings.

Utilize a guiding, mentoring approach in providing goals, guidelines and expectations for the senior staff.

Enjoy working in a high-profile position within the community and understand expectations for the City Manager to be visible on a day-to-day basis. Become active in community organizations and establish relationships with the City's employers.

Promote a positive image of City Hall to the public. Serve as the spokesperson and make an effort to keep the citizens informed of City activities.

Utilize an open and transparent process in decision making.

Promote communications and the flow of information among staff, the public, and the City Council.

Recognize the customer, both inside and outside the organization.

Nurture the City's relationship with County government.

Education, Experience & Technical Skills Required:

Bachelor's Degree (preferably an M. A.) or equivalent experience in public or business administration or related field, plus a minimum of three years experience in a responsible municipal management position, preferably with an electric utility. Experience with engineering functions with an emphasis on utility operations, including contracting and negotiating electric power supply. Urban planning experience with attention to the financial impacts of development. Experience with Public Works operations and knowledge in infrastructure replacement.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Exempt