

City of San Jose

CITY MANAGER (U) (1689)CLASS PURPOSE

Under administrative direction from the City Council, the City Manager performs work of unusual difficulty in directing the overall operations of the City of San Jose, with the exception of the Office of the City Clerk, Office of the City Attorney, and Office of the City Auditor. As the chief Administrative Officer, the City Manager is accountable and responsible for executing all policies and programs mandated by the City Council and for making program and policy recommendations to the City Council to further the City's long range goals and objectives.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Ensures that all the City's laws and ordinances are enforced.

Appoints all officers of the City except where the City Charter expressly provides otherwise, and may remove from office any person appointed by him.

Controls and directs the City departments to ensure that City government operations comply with the policies established by the City Council and with other applicable laws; insures that City government provides services to citizens.

Determines the needs of the community, advises the City Council, and recommends suitable measures.

Responsible for agenda and attends meetings of the City Council; furnishes information and recommendations regarding administrative aspects of prospective actions; receives assignments from the Council; reports on City operation, policies and problems; represents the City Council as assigned in relationship with other governmental agencies.

Supervises the preparation of the City's Annual Budget and presentation to the City Council. Submits to the Council and makes available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.

Reviews the operations of City departments to establish work standards and improve methods, and to prepare for the development of an annual budget, confers with department heads regarding budget requests; exercises continuous budgetary controls to ensure proper expenditures of authorized funds and may disapprove expenditures subject to approval by the Council.

Prepares a long—term plan of capital improvements with plans for their financing.

Studies systems and procedures and proposes improvements and simplifications: conducts continuous research in administrative practices and recommends to the City Council those practices which will produce greater efficiency and economy in City government.

Supervises the operation of such administrative services as the Council may determine shall be rendered centrally.

Typical End Results Include: The efficient management, direction and coordination of City departments and activities to accomplish the established policies, goals and objectives of the City Council.

CITY MANAGER (U) (1689) (Continued)

DISTINGUISHING CHARACTERISTICS

The City Manager, appointed to the City Council, is the administrative head of the City government. As the chief executive of the City government, he is responsible for the proper operations of the City departments.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the principles, practices and problem of public administration.

Knowledge of the basic administrative processes, i.e., finance management, budget preparation and control, personnel administration, planning, organization, communications and coordination.

Knowledge of the functions and accountabilities of municipal governments.

Ability to stimulate and motivate individuals and groups to achieve designated goals.

Ability to prepare clear, concise reports and to present them effectively both orally and in writing.

Competency Knowledges, Skills and Abilities

Knowledge of the relationship- between the legislative and executive functions of City government.

Knowledge of the role of City government in San Jose and its relationship with other government agencies.

Ability to analyze complex problems, make decisions rapidly within the scope of authority and to recommend solutions effectively to the policy making body.

Ability to direct, oversee, control and manage the work of others, especially executive management personnel.

Training and Experience

Any combination of training and experience equivalent to successful completion of advanced course work from an accredited college or university in business or public administration or related field plus ten (10) years of experience in a responsible administrative capacity involving the planning, organization and execution of a varied work program.