

**CITY OF WATERTOWN
JOB DESCRIPTION**



Title:	City Manager	Employee Group:	Non-represented
Department:	Administration	Pay Grade:	200
Reports To:	City Council	FLSA Status:	Exempt

POSITION SUMMARY

Under broad policy direction from the City Council, the City Manager serves as chief administrative officer for the City; provides leadership with the development and execution of the City’s strategic vision; provides highly responsible and complex policy support to the Council; directs the work of executive level managers and reviews overall operational performance; and exercises budgetary and contractual control over revenue and expense for the City.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Directs, manages, coordinates, and expedites activities of all City departments, divisions, and offices, except when such authority is vested by Statutes in boards and commissions or elected officers of the City; assigns, delegates tasks to and supervises department heads.
2. Advises and provides recommendations to the City Council on major policy issues, reports on financial status and general operating conditions, and recommends development of legislation and policies required in the public interest.
3. Serves and actively participates as a leader and member of the leadership team, exercising a leadership style that promotes enthusiasm and active support from City staff at all levels. Provides advice and counsel on many diverse, complex, and sometimes difficult issues.
4. Establishes general direction and primary goals for operating departments and causes the development of related work plans, operating budgets, and capital improvement plans; proposes the annual budget and promotes a sustainable budget approach in recommending expenditures, projecting revenue, and ensuring budgetary compliance.
5. Submits recommendations or suggestions regarding improvement of the administration of the City, public safety, health, welfare, and economy to the Council; develops and refines systems that ensure sound and efficient operation of the City’s business.
6. Develops and maintains standard operating procedures relative to the City’s business affairs or exercise of governmental power and suggests changes to City ordinances where appropriate.
7. Insures efficient and effective implementation of policy.
8. Leads the development and implementation of City strategies for human resource practices and the collective bargaining process. Ensures labor contracts are settled in a timely and minimally contentious manner.
9. Appoints, supervises, evaluates, and if necessary, removes department heads in accordance with the City Code and Policy.

10. (moved) In conjunction with City Council, develops, monitors, and communicates the City's vision and mission, and implementation phases of the City's strategic plan to ensure that long range goals and objectives are met, including the documentation of those metrics and milestones necessary to measure success.
11. Responds to City Council inquiries regarding matters related to the City and ensures that Council directives are carried out.
12. Frequently responds to and interacts with elected officials, staff, citizens, and others for requests for service and to interpret and implement policy directives.
13. Promotes and supports opportunities for economic development.
14. (moved) Serves as spokesperson and representative for Watertown, as directed by the Mayor and/or the City Council and as liaison to the Council by attending meetings, committees, boards, and commissions as may be required; confers with and prepares reports and recommendations for elected and appointed officials on operational or policy matters as requested and acts as a liaison with other municipal bodies, Codington County, the state legislature, governor's office, and federal agencies.
15. Builds on relationships that enhance and advance various collaborations and initiatives that benefit the City and its various partners. Represents the City at various functions pertaining to issues of importance to the community such as civic and business associations, meeting with developers, officials, businesses, citizens, and representative of the press, to establish goodwill and resolve/respond to issues.
16. Performs special assignments as requested, to include researching and preparing reports and projects, developing, and implementing programs, and presenting technical data to elected officials, and other.
17. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of local government management and business theory, practice, and administration to oversee the planning and implementation of all City functions; to prepare and present reports/analyses, policies, procedures and budgets.
2. Knowledge of governmental accounting and budgeting principles and practices, including ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
3. Knowledge of leadership principles and practices to direct staff and activities, either directly or through subordinate supervision.
4. Skill in interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
5. Skill in analytics necessary to develop and implement department mission, goals, and procedures; determine needs for capital expenditures, personnel, and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.
6. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
7. Knowledge of principles and practices of fiscal management, project management principles and techniques.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems, and evaluating alternatives and recommending methods, procedures, and techniques for resolution

of issues.

10. Ability to plan, develop, implement, and evaluate projects and programs.
11. Ability to establish and maintain accurate records of assigned activities and operations.
12. Ability to interpret and implement local policies and procedures, written instructions, general correspondence; Federal, State, and local regulations.
13. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Ability to think quickly, maintain self-control, and adapt to stressful situations.
16. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
17. Ability to instruct and train in methods and procedures.
18. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
19. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software, including word processing, spreadsheet, and database applications consistent for this position.
20. Ability to perform mathematical calculations required of this position.
21. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
22. Ability to prepare and maintain accurate and concise records and reports.
23. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
24. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
25. Ability to handle sensitive interpersonal situations calmly and tactfully.
26. Ability to maintain professionalism at all times.
27. Ability to maintain effective working relationships with individuals within and outside the organization.
28. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
29. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel

and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.

- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Public Administration, Business, Finance, or related field.
- Minimum eight (8) years of increasingly responsible public sector management experience, of which four (4) years is at an executive level, inclusive of executive level financial responsibilities.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Public Administration, Business, Urban Studies, Finance or related field.
- Credentialed Manager through ICMA.

OTHER REQUIREMENTS

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name