

CITY OF SHAWNEE

JOB DESCRIPTION

JOB TITLE: CITY MANAGER

JOB SUMMARY: To plan, direct, manage and oversee the activities and operations of the City of Shawnee including the departments of Finance, City Clerk, Engineering, Community Development and Planning, Human Resources, Police, Fire, Airport, Expo Center and Public Works; to coordinate activities of City departments with outside agencies; and to provide responsible and complex administrative support to the City Commission. As Chief Executive Officer and head of the Administrative branch of the City government, the Manager executes the laws and administers the government of the City in accordance with the City Charter, local ordinances, state and federal laws, and policies as determined by the City Commission. The Manager is responsible to the City Commission.

ESSENTIAL FUNCTIONS:

- Appoints and removes all heads of administrative departments and other administrative officers and employees of the City provided, however, that the appointments of all heads of departments shall not become effective, until they have been approved by the board of commissioners.
- Hires and develops a management team able to respond to the changing needs of the City.
- Supervises and is responsible for all administrative departments, offices and agencies.
- Reviews and, where appropriate, improves the basic operations, services and activities of each departmental program.
- Plans, directs and coordinates, through subordinate level managers, the City of Shawnee's work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; reviews administrative and support systems, and internal reporting relationships; directs and implements changes; meets with management staff to identify and resolve problems.
- Oversees and participates in the development of the City budget and submits the same to the City Commission; approves the forecast of funds needed for staffing, equipment, materials and supplies; administers the budget and implements budgetary adjustments as appropriate and necessary.

- Submits to the City Commission monthly and quarterly reports on the finances and administrative activities of the City.
- Identifies and responds to sensitive community issues, concerns and needs.
- Assists in the economic development activities of the community.
- Keeps City Commission up-to-date on issues that impact the citizens, the business community and other governmental entities.
- Manages the development and implementation of goals, objectives, policies and priorities for each assigned service area.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Represents the city in dealings with other elected officials and outside agencies; coordinates City activities with respect to outside agencies and organizations as appropriate and permitted by law.
- Provides staff support to assigned boards and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public management and administration.
- Performs such other duties as may be prescribed by law or ordinance and as may be directed by the City Commission consistent with the laws or ordinances.
- Ability to obtain a thorough knowledge of Tribal relations including laws and customs.

MINIMUM QUALIFICATIONS:

- Knowledge of operations, services and activities of a comprehensive City management program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.

- Ability to plan, organize, direct and coordinate the work of lower level staff.
- Ability to select, supervise, train and evaluate staff.
- Ability to delegate authority and responsibility
- Ability to lead and direct the operations, services and activities of the City of Shawnee.
- Ability to develop and administer department goals, objectives and procedures.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to prepare and administer complex budgets.
- Ability to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain mental capacity which allows the capability of: (1) making sound decisions; and (2) demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

- Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field.
- A minimum of seven years of increasingly responsible experience in business management or public administration, some of which was with a public agency.

DESIRED QUALIFICATIONS:

- Masters degree from an accredited college or university with major course work in public administration, business administration or a related field is preferred.
- Experience dealing with collective bargaining units.

SUPERVISION REQUIRED:

Receives policy direction from the City Commission.

SUPERVISION GIVEN:

Has a City-wide management responsibility. Coordinates management of all functional departments or areas.

WORKING CONDITIONS AND PHYSICAL HAZARDS:

- The physical demands described 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 see, talk and hear. The employee is occasionally required to walk, use hands to finger, handle or feel objects and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Noise level in the work environment is usually moderately quiet.
- Employee will be required to work in a non-smoking environment.

SPECIAL LICENSES AND CERTIFICATIONS REQUIRED:

Must be bondable. Obtain an Oklahoma Drivers License within 30 days and driving record acceptable to the City's insurance carrier.