



## JOB DESCRIPTION

### City Manager

**Date Prepared:** December, 2015

**SUMMARY:** To plan, direct, manage and oversee the activities and operations of the City of Victorville, providing administrative support to City Council, including the enforcement of all laws and ordinances of the City, ensuring that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed and fulfill other related duties, as required.

**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:*

- Oversee City Manager's Office staff.
- Enforces and administers the provisions of laws and ordinances.
- Plan and provide overall direction of work to all City departments.
- Prepare recommendations and advise Council on matters requiring legislative action.
- Keep the Council informed on all important matters related to City affairs and coordinate the implementation of policies.
- Ensure City objectives and goals are achieved.
- Provide recommendations on ordinances, resolutions, and contracts.
- Institute programs and policy changes as directed by the Council.
- Review documentation from City departments to be submitted to the Council for action.
- Present annual budget proposal providing balancing of City revenues and expenditures.
- Approve City programs.
- Conduct special surveys and studies to increase the efficiency and economy of municipal operations.
- Represent the City in various of meetings and public functions.
- Coordinate activities of city government with other governmental agencies, private sector groups, and citizens in solving a variety of problems dealing with intergovernmental activities and local situations.
- Approve City personnel and is the final appointing authority.
- Approve purchasing and general fiscal action.

#### MINIMUM QUALIFICATIONS:

##### **Education, Training and Experience Guidelines:**

Must possess a Bachelor's degree in Public Administration, Business Administration or a related field AND a minimum of five years of experience as a City Manager, Assistant City Manager, or Department Head in municipal government with a population of 50,000 or more.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgments.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, external auditors, external public and private agencies and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
City Manager

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Date

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Personnel Officer

\_\_\_\_\_  
Date