

Job Title: City Manager
Grade: 12 – Full Time

Reports to: City Council
Supervises: Assistant City Manager
Department Managers

Department: City Manager

Revised: 1/24/11

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed 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.

I. Job Summary

The City Manager is the administrative head of the City government and is responsible to the City Council for the administration of all departments other than the Department of Education. The City Manager is responsible for the financial and operational performance of the City and directs personnel and activities accordingly.

II. Essential Functions

- Appoint and suspend or remove all City employees and appointive administrative officers;
- Establish terms and conditions of employment in accord with the City Charter;
- Direct and supervise the administration of all departments, offices, and agencies of the City;
- Establish rules that may be necessary for the proper operation of the administrative services of the City government;
- Attend City Council meetings;
- See that all laws, provisions of the City Charter, and acts of the City Council subject to enforcement by the City Manager or by officers subject to the City Manager's direction and supervision are faithfully executed;
- Prepare and submit the annual budget and capital program to the City Council, and implement the final budget approved by the City Council to achieve the goals of the City;
- Submit to the City Council and make available to the public a complete report on finances and administrative activities of the City at the end of each fiscal year, including receipts and expenditures;
- Make such other reports as the City Council may require concerning operations;
- Keep the City Council fully advised as to the financial condition and future needs of the City;
- Make recommendations to the City Council concerning the affairs of the City and facilitate the work of the City Council in developing policy;
- Provide staff support services for the Mayor and Councilors;
- Assist the City Council to develop long-term goals for the City and strategies to implement these goals;
- Encourage and provide staff support for regional and intergovernmental cooperation;
- Promote partnerships among the City Council, staff, and citizens in developing public policy and building a sense of community;
- Request special City Council meetings when it is believed to be necessary;
- Sign on the behalf of the City;
- Prepare annually, after consultation with the Department Managers, a five year Capital Improvements Program, including capital improvements proposed for the School Department; refer the proposed CIP to the Planning Board for review;

- Perform such other duties as are specified in the City Charter or may be required by the Council.

III. Duties and Responsibilities

- Advocates for the public and City employees in a manner that is consistent with corporate culture and administrative goals and objectives;
- Identifies economies of scope as it relates to organizational efficiencies and effectiveness, and implements accordingly;
- Establishes and upholds the Chain of Command in accord with administrative goals and objectives and local municipal code and charter;
- Develops and maintains a workplace environment conducive to employee productivity, conveys a professional public image, and is organized in terms of computer/paper file management, document management, and information management;
- Offers suggestions as to how the organization can improve; identifies weaknesses and forwards said information to the City Council;
- Refrains from engaging in activities that are not commensurate with training, or outside the scope of one's authority;
- Possesses and continuously develops the knowledge necessary to fulfill the duties and responsibilities of this position and profession;
- Manages interpersonal dynamics; mediates; manages conflicts and issues; handles emotionally charged situations; initiates constructive conflict; identifies and solves problems; maintains a positive attitude and team behaviors (i.e. trust, conflict, accountability, commitment, and results); remains flexible to ever-changing situations; obtains and maintains a State of Maine Driver's license, and has a good driving record;
- Immediately reports any activities witnessed, or made aware of, that violates City policies including, but not limited to, workplace violence, sexual harassment, as well as any waste, fraud or abuse of City property or equipment;
- Possesses cognitive ability for research, analysis, problem solving, and articulating findings;
- Differentiates between employing situational leadership or management skills to affect the greatest possible impact as it relates to productivity, corporate culture, and administrative goals and objectives.

IV. Minimum Qualifications/Standards for New and Continued Employment

- Auburn residency;
- 5-7 years of experience in Senior Management;
- Public Administration degree, preferably a Master of Public Administration or Business Administration;
- Proficiency with computer technology as it relates to this position and the organization's changing needs.

V. Working Conditions/ Physical Requirements

The work environment of this position includes:

- Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools.