

**CITY OF SAUSALITO**

**REV./EST. / 5/1981  
DEPARTMENT: ADMINISTRATION**

**CITY MANAGER**

**Reports to:**

**Supervises:**

**DEFINITION**

To coordinate the overall activities and operations of the City and to advise and assist the City Council, exercising independent judgment and initiative.

**SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the City Council.

Responsibilities include the direct and indirect supervision of department heads and other personnel.

**EXAMPLES OF DUTIES** – Depending upon assignment, duties may include, but are not limited to the following:

Provide City Council with background data and alternative recommendations regarding a variety of issues.

Direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Direct and participate, with department head cooperation, in the preparation and administration of the City Budget.

Prepare long term plans of capital improvements alongside plans for their financing.

Direct and coordinate functions of all departments in accordance with Council policies; confer with department heads concerning administrative and operational problems, make appropriate decisions and recommendations.

Administer City personnel functions including classification and compensation plan, labor relations, and related activities.

Direct and participate in the development and implementation of long range City planning programs and community development projects including the Community Development Block Grant Program.

Prepare and submit to the City Council reports of finance and administrative activities, keep City Council advised of financial conditions, program progress, and present and future needs of the City.

Oversee the enforcement of all City ordinances.

Direct the preparation of plans and specifications for work which the City Council orders.

Interpret, analyze, and explain policies, procedures, and programs.

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Respond to the most difficult complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Coordinate City activities with other governmental agencies and outside organizations.

Perform all duties as may be prescribed by City Council action.

Perform related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern municipal administrative methods and procedures, organizations, and functions.

Local government financing.

Current social, political, and economic trends and operating problems of municipal government.

Applicable federal, state and local laws, rules, and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private business, and firms and other levels of government.

Principles of personal management and labor relations.

### **Ability to:**

Provide effective leadership and coordinate the activities of a large municipal organization.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and quickly and adopt an effective course of action.

Serve effectively as the administrative agent of the City Council.

Select, supervise, train, and evaluate staff.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be :

#### **Experience:**

Eight years of progressively responsible experience in an administrative, managerial, or staff capacity in public or private employment, involving the responsibility for the planning, organization, implementation, and supervision of varied work programs.

#### **Education:**

Equivalent to a Master's Degree from an accredited college or university with major course work in public administration or a closely related field.