



## City of Irving Job Description

### City Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Manager's Office
<b>Job Code:</b>	01011	<b>Reports To (Job Title):</b>	Mayor/Council

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#### **PURPOSE**

To plan, direct and review the overall activities and operations of the City of Irving; to coordinate City activities with other outside agencies and organizations; and to provide highly responsible and complex administrative support to the City Council.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop, plan, and implement City goals and objectives following City Council policy; develop, recommend and administer ordinances, rules, regulations, policies and procedures.
- Coordinate City activities with outside agencies and organizations; provide highly responsible and complex administrative assistance to the City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the City's annual and long range work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee the development and administration of the annual City budget; direct the forecast of funds needed for City staffing, equipment, materials, supplies, facilities and activities; monitor and approve expenditures; implement mid-year adjustments.
- Participate with and advise a variety of boards and commissions; attend and participate in professional groups and committees; present ideas and plans for the City to the City Council.
- Direct the selection, training, motivation and evaluation of personnel; develop staff training procedures; work with City staff to correct deficiencies; review and implement discipline and termination procedures as necessary.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints having an impact upon the public image of the City.
- Provide and collect information to and from the City Council, various boards, commissions and committees; coordinate projects and activities with respective organization or group; negotiate solutions within policy guidelines; make recommendations on policy changes as needed.
- Appoint the management and professional staff of the City; evaluate managerial performance; ensure departmental programs and activities conform to City Council policy and sound management practices.
- Represent the City before the public during public activities and functions; strive to maintain good public relations between citizens and the City.
- Assure the financial integrity of the City organization; direct the development and implementation of financial systems and controls.
- Represent the interests of the City and the policy position of the City Council to other agencies of government, private industry and the public.

- Attend all meetings of the City Council; provide professional staff assistance; oversee the development of the City Council agenda; make recommendations concerning matters before the City Council; advise the City Council on the financial condition of the City.
- Direct, supervise and develop the City's Administrative work plan; assign and delegate work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which includes *all* City of Irving employees, except as otherwise indicated by the City Charter.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Full budget authority, within Council scope, over City budget responsible for multi-million dollar funds.

#### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

##### **EDUCATION**

- Equivalent to a Master's degree from an accredited college or university with major course work in public administration, business administration, engineering or a related field.

##### **EXPERIENCE**

- Ten (10) years of increasingly responsible experience in municipal management, public administration, business administration or a related field including eight (8) years of executive level administrative and supervisory responsibility.

##### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

## **KNOWLEDGE OF**

- **Advanced Public Administration:** Modern and highly complex principles and practices of public administration, as applied to the full scope of municipal services, operating methods and techniques and policy development practices.
- **Municipal Operations:** Current social, political and economic trends and operating problems of a municipal government.
- **Diverse Operational Oversight:** Learn the operation, policy and procedures of assigned department(s) or office.
- **Administration and Management:** Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- **Critical Information Management:** Methods for organizing and analyzing a variety of information, including the interpretation and presentation of quantitative and qualitative data.
- **Financial Management:** Advanced principles and practices of municipal finance; Advanced principles and practices of municipal budget preparation, administration, revenue forecasting and analysis, finance and fiscal planning; and, Complex accounting principles.
- **Personnel & Human Resources (HR):** Laws, policies, and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- **Office Operations:** Modern office procedures, methods and equipment, as well as an understanding for principles and procedures of record keeping.
- **Law and Policies:** Pertinent Federal, State, and local laws, codes and regulations.

## **SKILLS AND ABILITIES IN**

- **Budget Oversight & Development:** Preparing and administering a large and complex budget.
- **Management of Material Resources:** obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Personnel Management:** Supervising, training and evaluating assigned staff; motivating, developing, and directing people as they work, and identifying the best people for the job.
- **Relationship Management:** Establishing and maintaining cooperative working relationships with those contacted in the course of work; gaining cooperation through discussion, persuasion, and negotiation.
- **Systemic Problem Solving:** Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- **Systemic Assessment:** Identifying and responding to the needs of the City, as well as those of its citizens and businesses.
- **Effective Expression:** Communicating clearly and concisely, both orally and in writing.
- **Interactive Presentation:** Effectively presenting information to groups and responding to questions.
- **Legal & Policy Reasoning:** Interpreting and applying federal, state and local policies, procedures, laws and regulations.

## **GUIDANCE RECEIVED**

### **Mayor and Council**

Makes decisions within policy direction provided by Mayor & Council. Sets goals, service objectives and priorities for multiple departments, and directly impacts City mission, policies and goals.

## **CONTACTS**

In addition to contact with all employees in the City, the City Manager interacts regularly with a multitude of external contacts, including citizens, businesses, colleagues in other cities, members of the media, regulatory bodies, and elected dignitaries and officials.

## **EQUIPMENT AND PROPERTY**

Computer, telephone, fax machine, copier, cell phone, iPad, Office furniture.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is occasionally required to lift up to 25 pounds and operate a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

As most work takes place in a standard office environment, the noise level is usually quiet; although the environment varies (such as with site visits, etc.).

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.