



City of Irving Job Description

City Manager

FLSA Status:	EXEMPT	Job Department:	City Manager's Office
Job Code:	1001	Reports To (Job Title):	Mayor/Council

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.