

**CITY OF GLENDORA  
CITY MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Subject to legislative determination of policy and professional ethics of City Management, manages the operation of City Departments; assists the City Council in carrying out their role as representatives of the citizens of Glendora; administers operational activities; heads the City's management team.

**CLASS CHARACTERISTICS**

This is a single position class in which the incumbent operates within a framework of high visibility and accountability for City operations. The incumbent reports directly to the City Council and must be able to meet their needs as well as operationalize policies through a variety of managers.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Enforces and administers the provisions, laws, and ordinances governing the City and sees that all franchises, contracts, permits and privileges granted by the city council are faithfully observed. (a d g j k)
2. Establishes general administrative goals and objectives for the City and directs the preparation of related plans and procedures. (a d f h j l o)
3. Responds to City Council inquiries regarding matters related to the City and ensures that Council directives are carried out. (a b c g i j k m)
4. Plans, coordinates, and directs the work of City departments; gives direction to all heads of departments and to subordinate officers and employees of the City under his/her jurisdiction through their department heads; appoints, removes, promotes, and demotes any and all officers and employees of the City except the City Attorney. (a d f g)
5. Meets with and advises the City Council in the determination of policies and reports on financial status, financial needs, and general conditions of the City; recommends and adopts measures, ordinances, legislation, and policies required in the public interest. (a b c d f g h i j k l m)
6. Prepares and proposes the annual budget, providing for a balancing of revenues and expenditures; acts as purchasing agent for City by purchasing all supplies for departments and divisions of the City. (a b d g h l n)

7. Represents the City in a variety of meetings and public functions; attends City Council meetings and Commission meetings as required by City Council; prepares the meeting agendas and annotates which agenda item is of sufficient importance to warrant additional explanation; confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having interest or potential interest in City affairs; coordinates the general activities of the City government with other governmental and private agencies. (a b c i j k)
8. As Executive Director of the Glendora's Redevelopment Agency, coordinates redevelopment activities within the City; directs the preparation of plans and specifications for work which the City Council orders; prepares long term plans of capital improvement projects including plans for financing. (a b c d f g h i j k l m)
9. Investigates complaints regarding the management of City departments or public utilities; conducts or directs investigation into complaints, problems, and service levels; resolves public complaints; exercises control over all public buildings, public parks and all other public property which are under the control and jurisdiction of the City Council. ( a b c d f i j k m)
10. Selects, supervises, trains and evaluates staff; recommends to the City Council such reorganization of offices, positions, departments or units that may aid efficient, effective and economical conduct of the City's business; maintains a personnel file on all City employees. (a e f)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate City-wide programs and manage a City.
- e. Select, train, supervise and evaluate employees.
- f. Supervise the work of subordinate managers engaged in a variety of City services and occupational fields.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.

- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Develop comprehensive plans to meet future City needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting City-wide operations/procedures.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Five years of progressively responsible administrative and executive management experience in a municipality which involved the planning, organization, coordination, and financing of varied municipal activities; and possession of a Master's degree in public administration, business administration, or equivalent.

#### Knowledge and Skill Levels

Extensive knowledge of management theory and practice; full service municipal organization and finance; applicable federal and state laws, rules and regulations regarding local government operations; supervisory practices and techniques. Considerable knowledge of the operations typical of municipal services; management of a positive employee relations program; techniques for promoting economic development; techniques of maintaining effective Council/staff and public/staff relations.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate

amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006