

# CITY OF PHOENIX

## CITY MANAGER POSITION DESCRIPTION

Working under the supervision of the City Council, manages all phases of city operations. The incumbent will be responsible for the effective person and implementation of the city budget as approved by the City Council. Changes to the approved budget (employee pay adjustments, project additions, unplanned contract activities, etc.) as well as organizational changes will be submitted to the City Council for approval.

In addition to the lengthy list of duties and responsibilities in this document, the incumbent will be given frequent and diverse assignments by the City Council to implement city wide.

The City Manager is expected to demonstrate outstanding customer service in all interactions with the City Council, city employees, other agencies, businesses and the public at large.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.*

1. Effectively communicates frequently with the City Council on financial, organizational, employee, capital improvement and other issues.
2. Ensures the effective implementation of city and department wide policies, procedures, plans and ordinances. Ensures adherence to all approved ordinances.
3. Maintains effective relationships with internal and external stakeholders (personnel, elected officials, consultants, developers, business owners/managers, other governmental agencies and the general public).
4. Monitors and suggests revisions to goals and objectives progress in regular Council reports.
5. Maintains the City Council Action Log. Presents progress on the Action Log monthly to the City Council.
6. Develops and maintains an active Grant Application Program for all departments. Ensures grant funds received are utilized correctly and reporting requirements are met in a timely manner.
7. Ensures proper maintenance of public records while ensuring laws pertaining to public meetings are closely followed.
8. Maintains staff accountability for completing assignments and ensuring success with projects.
9. Provides supervision to Department Directors. Negotiates contracts, conducts performance evaluations, and applies discipline in accordance with City policies and procedures.
10. Conducts Interviews and makes hiring decisions for executive staff. Submits negotiated contracts to Council for approval prior to finalizing the hiring of exempt employees.
11. Ensures effective staff training programs and hiring processes are in place for all staff.
12. Reviews and adjusts department budget requests prior to submission to the Budget Committee based on resource availability, goals, priorities and known council priorities.

13. Submits miscellaneous or major materials and services expenditures above the City Manager's designated authority (currently \$7500.00), to Council for approval.
14. The City Manager will submit any new funding matter (no matter how minor) that may be seen as precedent setting (i.e., transferring city monies to community organizations or other government agencies) to City Council for approval.
15. Develops, maintains, and implements Capital Improvement Plans for streets, water projects, equipment, buildings and other tangible assets.
16. Reviews difficult or sensitive customer relations issues and implements corrective actions in a timely manner.
17. Establishes and maintains a positive customer service approach (standards, training, evaluation) within the departments.
18. Represents Phoenix in professional groups and on committees (i.e., MPO, RVCOG, Medford Water Commission, local and state City Manager groups, etc.) to ensure the city is included in funding plans and has access to benchmarks and learning tools.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Public Administration, Engineering, Business, Human Resource Management, Finance, Planning, or a closely related field. A Masters' Degree is preferred. An equivalent combination of education, management and supervisory experience, and training providing the knowledge, skills and abilities necessary to perform the essential functions of the position may be substituted on a case by case basis. Two-years of public agency management experience is desired.

**SKILLS AND ABILITIES NEEDED:**

1. Advanced data management and related analytical skills.
2. Strong presentation and speaking skills.
3. Advanced written and oral communication skills.
4. Ability to communicate and serve as a strong partner with the City Council.
5. Attention to detail while maintaining a "big picture" vision of the long term needs of the city.
6. Ability to quickly grasp new concepts and laws related to public agency management.

**KNOWLEDGE NEEDED:**

1. Foundational knowledge of laws and operational processes for city finances, planning, water systems, police operations, street maintenance and construction methods.
2. Knowledge and experience in materials, methods, techniques and regulatory guidelines used in construction, operations, and maintenance of public works water systems and public streets.
3. Principles and practices of program development and administrative services.
4. Mandated regulations for water distribution and delivery.
5. A working knowledge of basic RFQ/bidding and contracting processes related to water systems, street maintenance and other city operational needs.

6. Principles and practices of budget preparation and budget management.
7. Principles of supervision, training and performance evaluation.

**PHYSICAL DEMANDS OF THE POSITION:**

The physical demands of the position are consistent with a normal office environment that includes standing, bending, sitting and walking

**WORKING CONDITIONS:**

Work is performed primarily in an office environment with regular work site visits.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Council with significant latitude to complete assignments and program responsibilities independently.