

CITY OF DAYTON

CITY MANAGER

Job Title: City Manager
FTE: 1.0
Department: Administration
Reports to: City Council
FLSA Status: Exempt
Date Developed: July 14, 2006
Date Revised: November 6, 2017

STARTING ANNUAL SALARY: \$70,000 - \$80,000 depending upon qualifications

HOURS OF WORK: Normally 40 hours per week; occasionally more hours depending on the needs of the City; occasional evening meetings; occasional weekend events.

Purpose of Position

The City Manager is the Chief Administrative Officer (CAO) of the City of Dayton. As CAO, the City Manager plans and directs the activities of all City departments through subordinate department managers and others in accordance with policies determined by the City Council. Performs the various duties outlined in the Dayton City Charter and acts as the City Budget Officer. This position is appointed by and serves at the pleasure of the Mayor and City Council and is responsible to the Mayor and City Council. For purposes of this document the Mayor is included as City Council.

Essential Duties and Responsibilities: This position provides management of City resources through the following duties. The duties are listed in no particular order of importance.

City Council: Perform duties as directed by the City Council to include:

- Provide professional advice to the City Council;
- Attend all meetings of the City Council unless excused by the Mayor;
- Develops and reinforces with City Council organizational goals set by the Council;
- Keep the Mayor and Council informed of the affairs of the City, needs and issues by collecting, analyzing, summarizing and reporting information on the issues;
- Preparing monthly and annual reports regarding the affairs and departments of the City;
- Prepare and submit to Council recommendations relative to all matters requiring Council action, placing before Council such facts, information and reports as are available to ensure the making of informed decisions;
- Be accessible to Council; respond to requests and answer questions from Councilors in a timely manner;
- Other duties as directed by the Council as a whole, and other duties that may be prescribed in the City Charter, or required by state, federal, and/or local laws.

Fiscal Management:

- Prepare and submit the annual budget and budget message to the Budget Committee in a timely manner;
- Oversee and manage the financial affairs of the City in a sound manner, assuring potential sources of revenue are identified and analyzed with appropriate recommendations to Council, and that the City's expenses are consistent with the Council's objectives and direction;
- Review and approve departmental needs and estimates; transmit budget documents to City Council for review and approval. Oversee the administration of the approved budget and monitor overall expenditures to ensure compliance with the approved budget;
- Develop and recommend fiscal policies for City operations;
- Provide oversight on budget implementation (scheduling expenditures, analyzing variances, anticipate short and long-term issues and initiate corrective actions to control budget management);
- Provide supervision to department managers to assure operations within their areas of assigned responsibility are performed within budget;
- Oversee grant proposals, process, administration, and final products including timely reporting and response to grantor's requests and correspondence.

Community Relations:

- Ensures efficiency and effectiveness in delivery of services to all customers;
- Identify and anticipate community service needs;
- Represent the City before the public and maintain, through cooperative leadership, both within and outside the City, a program of publicity and public relations to keep the public informed of the activities, needs and accomplishments;
- Meet with private citizens and interest groups seeking information or bringing complaints and attempts to resolve problems tactfully and fairly;
- Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support;
- Performs strategic planning on various committees and boards as assigned by the Council;
- Accessible to the public;
- Shows self-control with public and in difficult situations;
- Liaison between Council and various service users, regulatory agencies, the public, media and others.

Decision Making:

- Recommend programs and services according to the changing needs of the City;
- Analyzing the need and prepare in draft for such ordinances and policies that may be deemed necessary or desirable for the health, welfare, and safety of the City or for the improvement of services and make appropriate recommendations to the Council for adoption.

Operational/Charter Responsibilities:

- Evaluate those employees for whom the Manager has responsibility and perform this duty in a timely manner and oversees completion of annual performance evaluations;
- Oversees the preparation and implementation of all City operating procedures;
- Produces positive city staff results by coaching, counseling, motivating, and disciplining employees;
- Ensures that all ordinances are administered fairly and that all provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fulfilled;
- Supervise the operation of all city departmental activities, execution of the budget and implementation of policy as established by the City Council;
- Provide city staff at appropriate staffing levels; Hire, discipline, and discharge;
- Represent the City at the regional, state and federal levels; serving on boards and committees as appropriate;
- Plans and organizes workloads and staff assignments;
- Confer with department managers and other staff on varied operating and administrative problems, review departmental plans, programs, and procedures, and suggest new innovations or methods to improve the standard of service provided by the City. Assess community needs and develop policy options for Council consideration;
- Coordinates projects with other governmental agencies.

Personal Traits:

- Providing leadership and direction in developing short and long-term plans and programs and preparing support documentation to meet the operational needs;
- Promotes the flow of communication inside and outside the organization;
- Promotes and encourages a healthy staff environment by motivating, empowering, supporting, and considering staff input to implement team decisions;
- Oversees and encourages the professional development of employees;
- Provides oversight to assure compliant and effective use of budgeted funds, personnel, materials, facilities, and time;
- Set an example of loyalty and integrity to Councilors;
- Maintain knowledge of governmental trends, proposed and adopted municipal, state, and federal legislation and their effects on the City's operations and recommended appropriate action to the Council;
- Maintains professional and technical knowledge by attending educational workshops, conferences, and participating in professional organizations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree, advanced degree in public administration desired by not necessary, and a minimum of five (5) years of progressively responsible municipal or public administration work.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern public administration theory, principles, and practices; working knowledge of municipal finance, land use planning, human resources, public safety, public works, and community development;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to maintain efficient and effective municipal systems and procedures; ability to effectively hire, train, evaluate, and supervise staff; ability to establish and maintain effective working relationships with employees and City officials;
- (D) Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within 3 months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, internet and email, and spreadsheet software; 10-key calculator; phone; copy machine; fax machine.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Noise levels at public appearances may differ.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. A pre-employment drug screen is required.

Revised: November 6, 2017