

# CITY of TRINIDAD, CALIFORNIA

## JOB DESCRIPTION & EVALUATION

### CITY MANAGER

#### POSITION SUMMARY

The CITY MANAGER is the chief administrative officer of the City and is responsible to the City Council for the effective administration of all affairs of the City. The City Manager attends all meeting and sessions of the City Council; recommends for adoption by the City Council such measures as deemed necessary or expedient; ensures that all laws, ordinances, and policies of the City Council are faithfully executed; prepares and submits to the City Council such reports as may be required by that body and as she or he may deem advisable to submit; keeps the Council and the community fully advised of the financial condition of the City and prepares a preliminary annual budget for consideration by the City Council. The City Manager shall generally be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the Trinidad Employee Policies and Procedures Manual.

#### QUALIFICATIONS

Minimum Education and Experience: BA or BS from accredited college, or demonstrated equivalent in work experience.

Preferred Education and Experience: MA or MS from accredited college, or 3-5 years management experience in a public agency.

Licenses and Certificates: Valid California Driver's License, or the ability to get one if relocating.

#### Other Considerations:

1. Demonstrated ability to work under minimal direction;
2. Understanding of city management principles and practices;
3. Experience and understanding of municipal finance management;
4. Experience and understanding in general grantsmanship and the management and implementation of State and Federal grants programs;
5. Flexibility in work scheduling and the ability to periodically attend pre- or post-business hour meetings;
6. Strong public relations skills.

## **POSITION RESPONSIBILITIES**

The CITY MANAGER will be expected to divide his/her time between the following primary functions:

1. Day-to-day management of the City;
2. Fostering and maintaining Public Relations;
3. Interaction with and support of the City Council;
4. Fiscal management, *regular City budget*;
5. Fiscal management, *Grants and Capital Improvement Projects*;
6. Management of Personnel and the City's contracted services.

Due to the fact that there are very few employees in Trinidad, and contract services need to be managed in terms of time and costs, the CITY MANAGER has a flexible position that is required to perform other tasks as needed.

Following is a listing of duties that are representative of the CITY MANAGER's job responsibilities:

### **1. Day-to-day management of the City:**

- 1.1 Maintain a balance of contact with Council, staff, and public;
- 1.2 Recommend to Council and maintain staffing levels to ensure timely administration of city responsibilities;
- 1.3 Maintain City compliance with all statutory requirements and procedures;
- 1.4 Represent the City with County, State, and other agencies;
- 1.5 Enforce City ordinances in a timely and fair manner, using the Sheriff, Attorney, Planner and Planning Commission, and other resources as necessary;
- 1.6 Coordinate with legal counsel on legal issues and litigation;
- 1.7 Establish office hours and regular staff meetings:
  - a. Provide posted office hours that allow "open" times for public input, and "closed" times committed to city business;
  - b. Schedule (minimum) monthly staff meetings.

### **2. Fostering and Maintaining Public Relations:**

- 2.1 Develop positive relationships with City residents by managing a process that tracks comments, complaints, and appeals, that is timely and available online or by other modes as requested by residents;
- 2.2 Respond to inquiries from the public, media and government agencies in a manner that is professional, accurate, and timely;
- 2.3 Author varied City correspondence in appropriate and professional manner.

### **3. Interaction with and support of the City Council:**

- 3.1 The City Manager works for the City Council, with formal direction provided by City Council policy votes, but consults with individual Council Members as needed; Council Members' opinions are advisory, but not required for action unless a Council majority approves; the City Manager will maintain a record of Council Members' formal requests and Manager's timely responses;
- 3.2 Work with the Mayor and/or Mayor-Pro-Tem when available, to set meeting agendas, reports, and packets;
- 3.3 City Manager and City Clerk will attend City Council meetings, as well as other staff needed to clarify discussion of agenda items.
- 3.4 At Council meetings, the City Manager will provide:
  - c. Oral presentations for agenda items in a manner that provides Council adequate information to make informed votes.
  - d. Written recommendations for agenda items, as well as reports on topics including, but not limited to, financial reports, grant activities, projects, capital improvement, staffing, public relations, legal matters and Council-requested items.
- 3.5 Keep the Council informed of required actions with ample time to implement, including 1<sup>st</sup> and 2<sup>nd</sup> readings of proposed changes to City code, permits, and grant applications.
- 3.6 Perform a variety of administrative research and technical assignments;
- 3.7 Request approval for vacation from Mayor or designee at least 4 weeks in advance.

### **4. Fiscal management, *regular City budget***

- 4.1 Prepare and maintain a budget that complies with legal requirements and in a manner that projects expenditures and revenue two years ahead;
- 4.2 Report monthly and quarterly on City's financial status, including all expenditures and revenue, both expected and encumbered, with a delay of at most two months after a given Council meeting (where possible);
- 4.3 Oversee contracted accountant: accounts payable, accounts receivable, and payroll;
- 4.4 Oversee payroll and all checks, and represent the City with our insurance carrier;
- 4.5 Make recommendations to the Council, as needed, to keep the budget solvent with ample reserves, including rainy day funds;
- 4.6 Oversee direction of investments and cash-flow management;
- 4.7 Act as principal liaison for preparation of the annual Fiscal Audit;

### **5. Fiscal management, *Grants and Capital Improvement Projects***

- 5.1 Oversee grants research and application preparation;
- 5.2 Prepare or oversee grants management, including progress and final reports;
- 5.3 Prepare and manage construction or other work contracts;
- 5.4 Prepare or oversee financial reimbursement claims;
- 5.5 Prepare or oversee maintenance of project records.

## **6. Management of Personnel and the City's contracted services:**

- 6.1 Supervise all City employees, including contracted staff;
- 6.2 Maintain personnel records of City staff;
- 6.3 Maintain the Personnel Policies and Procedures Manual, and review every three years, including job descriptions for all employees;
- 6.4 Develop and maintain employee salary schedule that is fiscally sustainable and representative of annual performance evaluations and years of service;
- 6.5 Manage fiscal and work products of contracted services: Legal, Planning, Engineering, Building Services, Accounting, Auditing, or other services as needed.

The preceding description of position duties is not all-inclusive. The CITY MANAGER must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the City.

### **SUPERVISION AND AUTHORITY**

The City Manager is employed, under contract, by the City of Trinidad. The City Manager serves at the pleasure of the City Council and is directly supervised by the City Council of the City of Trinidad.

The City Manager is generally authorized by the City Council to carry out the Council's policies, including the annually adopted budget.

### **PERFORMANCE REVIEW**

The performance of the City Manager will be reviewed quarterly. The content of these reviews will be the basis of salary adjustments, contract changes, or contract extensions. The reviews will be based on the City Council's assessment of the person's effectiveness in performing the duties outlined in this job description.

### **SALARY AND BENEFITS**

The City Manager is a contract employee. The salary and benefits included in the contract will be approved after a process of negotiation. A benefits package will be part of the negotiation.

The City Manager position is currently a 75% position (30 hrs/wk).

This job description may be amended from time to time to meet the changing needs of the City.

The City of Trinidad is an Affirmative Action/Equal Opportunity employer. Qualified women, minorities, disabled veterans, and physically challenged persons are strongly encouraged to apply.