

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: City Manager  
Department: City Manager  
Division: NA  
Date: July 18, 2016

Job Code Number: 100  
Grade Number: NA  
FLSA Status: Exempt  
Location: City Hall

### GENERAL PURPOSE:

The City Manager is a professional administrator, and is the administrative manager of all City departments. He or she is directly accountable to the City Council for the execution of the City Council's policy directives pursuant to RCW 35A.13.080 or chapter 2.15 SVMC.

### SUPERVISION RECEIVED:

Works under the broad policy guidance and at the pleasure of the City Council.

### SUPERVISION EXERCISED:

As chief executive officer, exercises supervision over all municipal employees and City contracts, either directly or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public. Resolves complaints from citizens and keeps Council informed of such complaints as appropriate.

Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Leads and

institutionalizes the City's values of quality/continuous improvement. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to adopted policies and procedures.

Maintains harmony among workers and resolves grievances.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints and removes all department heads, officers, employees of the City, and municipal judges as applicable. This does not include members of the Council.

Ensures that laws and ordinances are faithfully performed. Enforces and negotiates contracts the City has with other parties.

Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.

Advises the Council of financial conditions and current and future City needs.

Attends all meetings of the Council at which attendance may be required by the Council or by state law.

Prepares Business Plan for all departments. Works with department heads to set internal goals and measurements for each department.

Works with Spokane County Sheriff's Department, Spokane County, and other entities to resolve mutual problems and increase efficiency and effectiveness of the City.

Assists Council in preparing external goals and measurements for the City.

Supervises the labor negotiation process for the City through subordinates as appropriate.

Keeps Council informed of state and national issues that could affect the City. Advocates for City concerns in accordance with Council directives.

#### **PERIPHERAL DUTIES:**

Recommends for adoption by the Council such measures as the City Manager may deem necessary or expedient.

Prepares and submits to the Council such reports as may be required by that body or as the City Manager may deem advisable to submit.

May serve as the head of one or more departments of City government.

#### **DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

(A) The City Manager shall be chosen by the Council solely on the basis of his or her executive and administrative qualifications, with special reference to his or her actual experience in, or his or her knowledge of, accepted practices with respect to the duties of his or her office.

Demonstrated ability, experience, education and performance in similar organizations may be considered

(B) Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field. Experience may be considered in lieu of education.

(C) MPA/MBA desired but not required; working toward an MPA/MBA is considered advantageous.

(D) ICMA credential preferred but not required; working toward credential is considered advantageous.

Necessary Knowledge, Skills and Abilities:

(A) Substantial knowledge of modern policies and practices of municipal public administration; working knowledge of municipal operating and capital budgets, finance, administrative law, human resources, public works, public safety, and community and economic development, including land use, and knowledge of Open Public Meetings Act requirements. Demonstrated ability to learn complex administrative procedures such as those found in municipal government.

(B) Skill in preparing, administering and directing the implementation of multi-department budgets, administering municipal programs; skill in operating the listed tools and equipment.

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials and the public; ability to efficiently and effectively administer a municipal government.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

(E) Ability to positively and professionally represent the City and its core values.

**SPECIAL REQUIREMENTS:**

Shall be bondable. Valid Washington Driver's license or ability to obtain one by the start of employment.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including e-mail, electronic scheduling, word processing and spreadsheet programs; calculator, telephone, and copy machine.

**PHYSICAL AND MENTAL DEMANDS :**

The physical and mental 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 will frequently be required to sit and talk or hear. The employee will occasionally be required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must frequently use cognitive ability to analyze, synthesize, and communicate complex information and data to various audiences.

**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 moderately quiet.

**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. Selected employee shall be required to enter into a separate employment agreement post job offer for an employment relationship to exist.

Effective Date: July 18, 2016

Revision History: Established May 13, 2003

Revised: May 4, 2010

Revised: July 18, 2016