

CITY OF LINCOLN

CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

To plan, organize direct and control the activities and operations of the City of Lincoln, including police, community development, finance, library, airport, redevelopment, public works and administration; to develop policy recommendations for City Council action; provide highly responsible and complex administrative support to the City Council; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Manager** is the highest administrative management level position in the City and has responsibility for the administrative operation of the City departments which may include developing, recommending and implementing policies, program planning, fiscal management, administration and operations of all City functions and services. The incumbent is responsible for accomplishing the City's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost efficient manner. The City Manager also serves as Executive Director of the Lincoln Redevelopment Agency and Public Finance Authority.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the City Council. Exercises direct and indirect supervision over all department heads and City staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops, plans and implements City goals and objectives as established by City Council; develops, implements and administers City policies and procedures.
- Coordinates City activities with those of outside agencies and organizations; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the City's work plan; assigns work activities, projects and programs to department heads; monitors work flow; reviews and evaluates department's products, methods and procedures.
- Oversees and participates in the development and administration of the City budget; directs the forecast of additional funds; monitors and approves expenditures.

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- Selects, trains, motivates and evaluates management personnel; provides or coordinates management staff development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the City to outside groups and organizations; participates in outside community and professional groups committees.
- Provides highly responsible staff support to the City Council; develops agendas for Council and Commissions; prepares City Manager's reports for Council or Commission; maintains frequent communications with Council members.
- Responds to citizen requests and complaints; researches situations and prepares responses and action plans for resolution.
- May act as the department head when vacant positions exist; performs administrative and technical duties associated with vacant positions; supervises staff when department heads are absent.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in municipal administration, including at least three years of high level administrative responsibility and a bachelor's degree in public or business administration, political science or a related field. A Master's degree in public or business administration is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.
Certification as a ICMA Credentialed Manager is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of municipal government administration and operations; principles and practices of policy development and implementation; organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs; principles and practices of municipal organization, administration and personnel management; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including governmental grant requirements; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and control City administration and operations; assist City Council in developing and implementing City policies and procedures; gain cooperation through discussion and persuasion; demonstrate tact and diplomacy with the public; participate in the establishment of division and/or department goals, objectives, policies and methods for evaluating achievement and performance levels; interpret, explain and apply applicable laws, codes and regulations; plan, organize, train, evaluate and direct work of assigned staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and variety of word processing and financial software applications.