

City Council Workshop

Agenda Item #1

August 15, 2016

Review of City Manager's Job Description

This item is brought forward to discuss the City Manager's Job description.

A handwritten signature in cursive script that reads "Donald H. Gurish". The signature is written in black ink on a white background.

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Interim City Manager

## Job Description

### City Manager

City Manager shall be the chief executive officer and the head of all departments of the City government. He/she shall be responsible to the City Council for the proper administration of all affairs of the City and to that end he/she shall have the power and shall be required to:

- a. Appoint, prescribe the duties of and, when necessary for the good of the service, remove all officers and employees of the City except as otherwise provided by the City Charter, or the City Manager may
- b. Delegate the head of a department or office to appoint and remove subordinates in their respective departments or office.
- c. Prepare the annual budget, submit it to the City Council, and be responsible for its administration after adoption.
- d. Prepare and submit to the Council each year a complete report on the finances and administrative activities of the City for the preceding year, and cause such annual report to be published and made available to the public.
- e. Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him/her desirable.
- f. Perform such other duties as may be prescribed by the City Charter or required of him/her by the City Council, not inconsistent with the City Charter.

The City Manager will assist the City Council in problem identification and analysis, situation analysis and operational analysis. Problem identification and analysis concerns the process of decision making. Situation analysis involves the skills used in sizing up the organization, and his/her subordinates. Operation analysis refers to the analysis of technical and substantive matters underlying planning, organization, direction and control.

The City Manager will provide factual information on all problems presented to the City Council and will maintain the confidence of all Council members; providing prompt follow-up to all Council requests, and, to maintain communications on general administrative matters that relate to the Council's responsibility to their respective constituents. The City Manager will maintain a high level of ethical standards in his/her dealings with the public and with members of the Council. The City Manager will consistently analyze reports, informational resources, and the media in noting trends, economic data, and provide the Council with position papers on issues which the Council from time to time must address.

The City Manager will be responsible for the development of a sound program of personnel administration with the objective that each employee is effectively engaged and wages and salary levels are commensurate with duties performed.

The City Manager, or his/her designee, will be responsible for the labor negotiations with the respective bargaining units of the City and will advise the City Council of all agreements before final approval of any labor contract is reached.

The City Manager will represent the City when requested at functions common to the operation of City government and will maintain a positive relationship with the general public.

In accordance with Charter requirements, the City Manager is appointed by the City Council on the basis of his/her character, administrative qualifications, and experience.

**Draft City of South Portland Draft 8/1016**

**Position Description:** CITY MANAGER  
**Grade:** Non- Union; Unclassified  
**Department:** Executive  
**FLSA:** Exempt  
**Date:** August 2016

**Job Summary:**

The City Manager shall be the chief executive officer and the head of all departments of the City government, with the exception of the School Department. The City Manager is appointed by and serves at the discretion of the City Council, and is responsible for the overall management, administration and supervision of the day to day operations of the City. The City Manager operates under the general direction of the City Council and in accordance with the City Charter and ordinances, and state and federal laws.

**Supervision Received:**

Works under the general direction of the City Council

**Supervision Exercised:**

Supervises all City Department Heads, Assistant City Manager, and City employees brought under his/her authority by the City Charter

**Powers and Essential Duties:**

- \* Appoint, prescribe the duties of, and, when necessary for the good of the service, remove all officers and employees of the City except as otherwise provided by the City Charter, or authorize the head of a department or office to appoint and remove subordinates in their department or office.
- \* Prepare the annual budget, submit it to the City Council, and be responsible for its administration after adoption.
- \* Prepare and submit to the City Council at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year, and cause such annual report to be published and made available to the public.
- \* Keep the City Council advised of the financial condition and future needs of the City and make such recommendations.
- \* Perform such other duties as may be prescribed by the City Charter or required by the City Council, not inconsistent with the City Charter.

**Other Duties:**

*[May include but are not limited to:]*

Ensure that all ordinances, by-laws, orders, provisions of the City Charter, and acts of the City Council that require enforcement are faithfully executed

Provide support and assistance to the City Council with developing annual goals and setting priorities

Present alternative policy and programmatic ideas, innovations, and solutions to the City Council for consideration

Research and provide information on issues and problems as requested by the City Council, and present practical solutions and recommended courses of action

Provide professional leadership and direction in the administration of the policies and objectives established by the City Council

Maintain a high level of ethical standards in his/her dealings with the public and with members of the City Council

Develop a comprehensive program of personnel administration and workforce diversity which emphasizes employee engagement, professional development and training opportunities, and wages and salary levels commensurate with duties performed in accordance with the regional labor market

Attend and participate in professional group meetings; represent the City at various regional and state organizations, governmental jurisdictions, boards and commissions, and before the public

Respond to citizens and businesses requests for information; ensure suggestions and complaints are handled in a timely fashion

Coordinate the release of media and public information; maintain contact with various media outlets; update media on City or community items

Prepare and give presentations on City programs to community groups, regional organizations, and service organizations

Conduct annual performance evaluations of Department Heads and other direct reports

Act as the spokesperson as requested by the City Council on municipal, state, federal and other policy issues affecting the City

Identify and pursue grant opportunities

Maintain communication with other jurisdiction officials to coordinate regional issues

Maintain close liaisons with existing businesses and business groups and aid in business development initiatives

Assist in reviewing or developing Tax Increment Financing proposals and loan or grant programs

Ensure safe, efficient, cost-effective and sustainable City operations through the appropriate use of budgeted funds, personnel, materials, facilities and time

Provide leadership and direction in the development of short and long range strategic planning

Develop and implement administrative policies and procedures

**Qualifications:**

\*\* In accordance with the City Charter, the City Manager is appointed by the City Council on the basis of character, executive and administrative qualifications and experience.

Master's degree in public administration or related field is preferred, along with considerable experience in a responsible managerial position, preferably in local government, or any equivalent combination of education and management experience that has prepared the individual to successfully perform the broad duties and responsibilities of the position

Possess and maintain a valid Maine Class C driver's license with a good driving record.

**Knowledge, Skills, and Abilities:**

Strong background in municipal operations, organizational development and strategic planning

Thorough knowledge of municipal financial management and budgeting for annual operations and multi-year capital plans

Ability to think and lead creatively and help identify innovative solutions

Strong public speaking and presentation skills

Ability to listen and hear divergent views and engage in open-minded discussion

Collaborative and cooperative leadership and management

Ability to effectively organize and manage time and hold others accountable

Strong public ethic, integrity, honesty and accountability

Ability to manage large-scale public projects

Ability to delegate responsibility and authority as appropriate

Vision towards long-term sustainability while realistically addressing day to day operational needs

Familiarity with the principles of community & economic development and financial incentive programs

Ability to establish and maintain a strong working relationship with the City Council

Outstanding verbal and written communication skills

Knowledge of State and federal programs and decision-making processes

Knowledge of personnel administration and labor relations

Ability to establish and maintain positive internal relations/culture, and direct, motivate, engage and evaluate staff

Ability to work successfully with diverse groups

Knowledge of laws, regulations and ordinances applicable to municipal government

Knowledge of computers, software programs, internet use, e-mail, social media and other technology to meet citizen and organizational needs.

Ability to work long hours and attend many night meetings

Ability to manage sensitive and confidential information

Consistently deliver exceptional customer service

**Physical Demands:**

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, computer, cell phone or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 10 pounds. The noise level in the work environment is usually moderately quiet.

Hours of work are as necessary to accomplish the position's responsibilities; will often include evenings, weekends and occasional holidays; regular attendance is a high pre-requisite to maintaining the position.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements;*

*External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined through the interactive process on a case by case basis.*

\* From Article III, THE CITY MANAGER, Sec. 302, Powers and Duties, of the South Portland City Charter

\*\* From Article III, THE CITY MANAGER, Sec. 301, Qualifications, of the South Portland City Charter