

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

CITY MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non Represented Employees
Probationary Period:	At-Will	Approved by City Council:	02-07-11
Classification Series:	City Manager	Resolution No.:	2011-2
FLSA Status:	Exempt		

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under the general direction from the City Council, this top executive position plans, organizes, integrates, fiscally controls, directs, administers, review and evaluates the activities, operations, programs and services of the City of Huntington Park, responsible for carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and fiscal budget; ensures City government operations and functions effectively to serve the needs of City residents and other stakeholders, while complying with applicable laws and regulations; and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations;
- Works with the executive City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans;
- Directs the development of the capital improvement plan budget for approval by the Council;
- Appoints and removes department heads and approves the appointment and removal of subordinate employees;
- Plans and evaluates executive/management staff performance; establishes performance requirements;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies;
- Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff;
- Works closely with the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems;
- Directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services;
- Develops and coordinates proposals for action on current and future City needs;
- Represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results;

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- Develops City Council meeting agenda; attends and participates in all City Council meetings unless excused;
- Interprets City Council instructions and requests; makes interpretations of City ordinances, codes and applicable laws and regulations to ensure compliance;
- Negotiates and enforces provisions of legal documents such as contracts, leases and agreements;
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies;
- Oversees the preparation of press releases and materials for dissemination to the media and the public;
- Maintains effective relationships with the media;
- Directs and oversees the creation and maintenance of comprehensive, effective Human Resources management programs, policies and systems consistent with the City Council's guidance;
- Directs and monitors the City's labor negotiations and labor relations programs and initiatives;
- Directs the improvement of management systems, processes and measurement techniques to improve City operations and effectiveness;
- Recommends legislation and policies in the public interest;
- Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations;
- Provides personal leadership for projects and programs that are highly sensitive, political or controversial;
- Acts as Executive Director of Redevelopment Agency;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory, principles, practices and techniques of organization design and development, long-range planning, public administration, public financing, municipal budgeting, financial administration, program and policy formulation, purchasing and maintenance of public records;
- Applicable state and federal laws and regulations governing the administration and operations of a municipal agency;
- City functions and associated management, financial and public policy issues; organization and functions of an elected City Council;

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- The Brown Act and other regulations governing the conduct of public meetings; principles and practices of public personnel Human Resources management and labor management relations;
- The City's MOU's and personnel rules and policies, social, political and environmental issues influencing program development and administration in California;
- Principles and practices of effective leadership and management;
- Principals and practices of sound business communications; techniques of effective public relations;
- Current federal, state and local legislation pertaining to municipal management;
- Current social, political and economic trends and operating problems of municipal government.

Skills:

- Possesses skills and knowledge to use personal computer, to utilize word processing software for general correspondence;
- Methods of analyzing, evaluating and modifying administrative procedures, and administration of a municipal budget;
- Applying common sense and logic in decision making.

Ability to:

- Plan, integrate and direct a broad range of complex municipal services and programs;
- Define complex public policy, management and operational issues;
- Perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations;
- Present proposals and recommendations clearly and logically in public meetings;
- Understand, interpret, explain and apply city, state and federal laws and regulations governing the conduct of City operations;
- Evaluate, develop and implement management systems, policies and controls; exercise expert, independent judgment within general policy guidelines;
- Prepare clear, concise and comprehensive correspondence, reports and other written materials;
- Establish and maintain effective working relationships with the City Council, all levels of City executive management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public;
- Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations;
- Lead and gain cooperation of the City Council, other public officials, employees and the public;
- Foster a teamwork environment;
- Handle confidential information with discretion;
- Analyze trends, problems and to develop long range plans;
- Effectively supervise subordinates;

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- Effectively handle stressful situations;
- Plan and prepare effective written and oral reports;
- Work necessary hours and times to accomplish goals, objectives and tasks;
- Assume responsibility for maintaining a safe working environment;
- Plan, initiate recommend and carry out actions as required.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, Political Science, or other closely related field. A Master’s degree in Public Administration or other related field is highly desirable.

Experience:

- At least ten (10) years of progressively responsible experience in the management and administration of a municipal government, preferably with supervisory and Human Resources experience.

License:

- A valid California Class C Driver’s License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.