

**CITY OF ALMA  
JOB DESCRIPTION**

**CITY MANAGER**

**Supervised By:** City Commission  
**Supervises:** Directly supervises all Department Heads. Indirectly supervises all other City employees.

**Position Summary:**

Serves as the chief administrative officer appointed by and receiving policy direction from the City Commission. Plans, develops and implements diverse City services to meet policy requirements and address community needs. Oversees the organization and direction of all City departments and ensures compliance with contractual and regulatory obligations.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs the operations and activities of the City's departments and staff in accordance with City policy. Ensures the efficient administration of departments; assess and monitors operations to ensure quality services are provided in an efficient, cost-effective, and timely manner in alignment with City Commission goals and expectations. Researches alternatives to streamline operations and ensures systems are supportive of operational needs.
2. Advises and assists the City Council in conducting its business. Prepares agendas and supporting research, recommendations, and reports, attends meetings with the right to participate in discussion but without the right to vote, and serves as ex officio member of committees of council. Proactively keeps council informed and conducts study sessions or workshops as needed to convey staff expertise and to ensure council has full information.
3. Provides overall direction for the selection, supervision, training, evaluation and discipline of all City employees, either directly or through Department Heads. Reviews the organization and staffing of City departments. Initiates and evaluates proposals to reorganize staff and revise operational systems. Implements and enforces the City's personnel policies. Assists Department Heads and administrative staff in resolving difficult operational issues. Authorizes the discharge of City employees.
4. Coordinates the development of the annual budget, administers fiscal policy, and oversees financial activities. Develops proposals for funding through City funds, supplemental grants and aid from other sources. Ensures the proper administration of the budget, and keeps the City Commission fully apprised of the City's financial condition and future needs. Assists the Commission in budget deliberations. Presents budgetary reports and information as needed.
5. Develops, supervises, and coordinates short and long-range planning, strategic plans, capital improvements, and general operations to achieve established goals for community development, economic growth, land use and related issues.

6. Represents management in the negotiation of collective bargaining agreements. Oversees the administration of City benefits and compensation programs.
7. Acts as spokesperson for the City. Represents the City to the media and at meetings and conferences. Presents the official City position on a variety of issues.
8. Actively approaches public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.
9. Collaborates with other governmental agencies to reduce duplication of effort, increase efficiency, and maximize the availability of services through intergovernmental programs and projects. Participates in the negotiation and administration of mutual assistance agreements and contracts.
10. Negotiates, reviews and approves contracts, grants and agreements on behalf of the City. Enforces the terms and conditions of all contracts to which the City is a party. Supervises special projects and ensures work is completed according to specifications.
11. Represents and advances the interests of the City through participation and leadership in various committees, boards, authorities, commissions, and other local, state, or regional organizations. Monitors current and proposed legislation and keeps council apprised of potential developments and impacts.
12. Attends City Commission meetings, performs research, submits reports and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Commission. Participates in meetings of, and appoints members to various committees, boards, authorities, and commissions.
13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs related work as required by City Charter, City Commission, or operational needs.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A combination of post secondary training, preferably in business administration or a related field, and progressively more responsible municipal management experience as a Unit Director, an Assistant City Manager and/or City Manager.
- Demonstrated ability to supervise employees and lead a staff.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Familiarity with the laws, regulations and professional practices associated with municipal budgeting, financial controls, personnel administration, public information, public meetings and municipal authority.
- Knowledge of the professional principles and procedures of public administration.

- Knowledge of the statutes and best practices governing community and economic development, contract negotiations, public relations, contract management and records management.
- Experience with and knowledge of union contracts, contract negotiation, contract administration and grievance procedures.
- Demonstrated skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Experience implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to exercise a high degree of diplomacy and work effectively under stress and in emergency and confrontational situations.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Practice establishing effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Commitment to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally work outside the office at field sites and may need to lift and/or move items of light weight. The noise level in the work environment is usually quiet.