

**City of Yakima
Class Specification**

1110

CITY MANAGER

DEFINITION: The City Manager is responsible for directing the administration of City government in accordance with the municipal management principles, City ordinances, Yakima City Charter, applicable local, state and federal laws, and policies set forth by the Yakima City Council.

The City Manager appoints all Civil Service exempt employees including but not limited to Department Heads as provided by City Ordinance; supervises activities of all City departments and divisions, including public works, collection and disbursement of revenues, personnel management, public safety, code enforcement, City legal services, and City communications; oversees annual budget preparation and management; submits an annual budget to the City Council for approval; plans for future development to provide for population growth and expansion of public services.

The City Manager provides guidance, support, and problem solving assistance to all Department Heads in handling daily activities and responsibilities for the City of Yakima, making independent decisions on operational issues, managing and evaluating the effectiveness of technical operations, monitoring implementation of the City budget and ensuring that the City's programs are implemented in a manner consistent with City goals and policies. The City Manager reports to the City Council and is the appointing authority for all other City of Yakima employees.

ESSENTIAL FUNCTIONS: Plans, directs and coordinates the City's administrative functions and administers and executes the City's laws and ordinances. Provides City departments appropriate direction, encourages feedback and communication, and provides problem solving guidance and assistance.

Appoints, manages and, when necessary for the good of the City, removes from employment personnel of the City, all in compliance with Civil Service rules, regulations and laws; may authorize the heads of departments or offices to appoint and remove subordinates in such departments or offices.

Prepares the budget annually, submits it to the City Council and is responsible for budget administration after adoption.

Prepares a complete report of the City's finances and administrative activities of the City for the preceding year and submits it to the City Council at the end of the fiscal year.

Recommends measures considered necessary and expedient for adoption by the City Council.

Keeps the Council advised of the financial condition of future needs of the City and makes such recommendations as may deem desirable.

Administers all finance and fiscal matters of the City, countersigns all warrants, approves all claim vouchers and authorizes all travel for administrative personnel.

Oversees preparation of reports and recommendations for Council action, attends all City Council meetings and assures follow-up on Council actions and completion of assignments to staff. Serves as a resource to the City Council and staff through positive interactions and collaboration.

Attends a variety of meetings as the City's official staff representative and is required to speak to a wide variety of community groups, service clubs, professional organizations, etc.; serves as local liaison with State and County agencies. Work regularly requires attendance at meetings outside of normal working hours.

Supports the administration of City personnel policies in compliance with appropriate Collective Bargaining Agreements, City Charter, and Civil Service Rules and Regulations. Ensures timely resolution of operational issues, anticipates potential crisis and acts to prevent their occurrence or reduce operational impact.

Contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Performs such other duties as may be required by the City Council.

MAJOR WORKER CHARACTERISTICS: Considerable knowledge of the principles, procedures and techniques of municipal organization and administrative operations. Knowledge of federal, state and municipal laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision, corrective action, progressive discipline and leadership practices; principles and practices of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure and confidentiality standards.

Knowledge of principles and practices of a wide variety of departmental and staff municipal functions including, but not limited to, public works, engineering and related services, community and economic development, airport operations, land

use and zoning, public safety services, budgeting, finance, procurement, legal and personnel administration and labor relations.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools and office equipment; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, copy machine, telephone and mobile devices.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including the City Council, staff and members of the public, through effective written and oral reports, letters, and other formal communications such as public presentations or news conferences.

Excellent ability to conduct or supervise management and administrative analytical studies and to prepare policy recommendations for action. Ability to analyze and resolve problems; gather, analyze and interpret data; advise and counsel employees and managers.

Outstanding ability to communicate calmly, clearly, concisely and tactfully in a wide variety of situations, including under stress. Must possess well developed and effective communication skills, both written and oral, with appropriate use of business English and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to provide effective leadership and guidance to others with strong capacity to establish and maintain cooperative, successful working relationships and public relations credibility with City's management staff, City Council members, employees and employee associations, civic groups, professional organizations, private citizens, the news media, other local, state, and federal officials and legislative representatives.

Ability to absorb and analyze information rapidly, draw sound conclusions, and make decisions and recommendations quickly which address technical, legal, financial, personnel, and other administrative issues. Must be able to work effectively on several projects concurrently; work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; work under timeline pressures; adapt quickly to changing priorities and demands; prioritize and assign workloads; and make sound decisions within broad guidelines. Ability to respond, implement, and manage an emergency plan of action including but not limited to: technological or operating issues and/or emergency situations.

Knowledge of collective bargaining laws, procedures, and arbitration decisions which impact municipal operations. Must have ability to successfully assist with facilitation and negotiation of collective bargaining agreements in accordance with goals and guidelines of the City Council.

Ability to coordinate the diverse activities of various City departments and City-wide programs and capability to motivate and persuade key staff in City departments to adhere to Council objectives and policies at the City Manager's directions. Ability to work effectively with Yakima City Council and staff to address strategic priorities.

Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

Ability to work extended hours as needed to carry out the executive management and supervisory responsibilities and functions for the City of Yakima.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of both hands in reaching/handling/grasping/fingering while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May work with angry or upset individuals including those who may be unhappy with City policies and/or City decisions. May require extension of workday or work week with short notice including evening or weekend work to address workload and/or when meeting with the public. Required to carry a cell phone and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays. May require occasional travel from site to site for attendance at meetings, including evening meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must be able to obtain and maintain a valid Washington State Driver's License within 6 months of hire.

MINIMUM REQUIREMENTS: Bachelor's Degree from a four-year college or university in business administration, business, law, public administration, political science, or a closely related field is required. Five (5) years of experience as a City Manager, Assistant City Manager, exempt level department head or other senior administrative officer. Master's Degree is strongly preferred. Must pass background investigation regarding applicant's aptitude, character, judgement, credit, driving record and criminal history.