

CITY OF HARRAH

OCCUPATIONAL TITLE: City Manager

OCCUPATION CODE: 6000

DEPARTMENT/DIVISION: Administration

GENERAL DEFINITION:

The City Manager performs highly responsible management, administrative, and professional duties as the chief executive officer of the City. The employee is expected to exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines. An important aspect of this position is the high profile as the City's chief executive officer and the overall responsibility for all City departments, including Community Services, Economic Development, Financial Services, Fire, Police, and Utilities, and the administrative oversight of the Council-appointed positions of City Attorney and City Judge. The City Manager provides visionary, innovative leadership, supervision, and general direction for the City management team including the Department Heads to coordinate their efforts toward achieving their departmental objectives. The City Manager shall exercise the powers and duties as prescribed in the Charter of the City of Harrah.

Responsibilities include: directing the development and administration of the City budget and capital program, and overseeing development, planning, and implementation of a strategic plan, goals and objectives to meet the operational needs of the City. This class performs related duties and functions as may be delegated, assigned or required.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of the position.)

- Assume daily responsibility for the accomplishment of a wide variety of administrative functions and tasks related to the smooth operation of the City such as preparing drafts of proposed ordinances and resolutions for the Council's consideration;
- Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council;
- Communicates orally, and in writing, with customers, the press, the general public, civic groups, and the City Council to resolve concerns and problems, and answer questions;
- Requires and reviews regular and comprehensive management reports from all departments and divisions;
- Keeps informed about the issues discussed by boards and commissions;
- Attends and participates in professional groups and committees;
- Responds to and resolves difficult and sensitive employee, resident and other stakeholder inquiries and complaints;

ESSENTIAL FUNCTIONS AND DUTIES: (continued)

- Plans, coordinates and directs the operation of City departments and programs;
- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm or hand movement;
- Administers and enforces the City Charter and is responsible for the operations of the City;
- Meets with, and advises the City Council on matters related to City operations and policies;
- Evaluates organizational issues and problems and facilitates strategies to address issues and problems;
- Proposes the City's annual operating budget to the City Council for approval;
- Maintains responsibility for intergovernmental relations with other cities, and public and private organizations;
- Provides overall organizational leadership and promotes the organizational values;
- Ensures a discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors;
- Creates systems to facilitate and ensure maximum productivity of employees;
- Ensures accountability throughout the City organization;
- Recommends and upon concurrence by the Council, appoints all City officers (except those subject to Council appointment as outlined in the Charter) and when deemed necessary suspends, or removes them;
- Recommends to the Council personnel policies and assignments for efficient operation of the City government;
- Sees that all laws, provisions of the Charter, and acts of the Council subject to enforcement are faithfully executed;
- Knowledge of: complex public policy issues; intergovernmental relations; federal, tribal, state, regional and local jurisdictional partnerships; municipal financial management and fiscal policies;
- Ability to: shape and implement policy direction; listen, facilitate and synthesize multiple points of view; prepare and mentor managers to assume broader leadership roles; foster an organizational climate that attracts, retains and develops talent at all levels; facilitate and sustain positive labor relations; communicate orally and in writing with all levels of City staff, City officials and citizens; manage, organize and direct the work of others and provide organizational leadership; build effective working relationships with City officials, coworkers, subordinates and the citizens;

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university, preferably in Public or Business Administration; Master's Degree Preferred;
- Five plus years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager/Senior Executive;

MINIMUM QUALIFICATIONS: (continued)

- Demonstrated ability to make moderately complex decisions according to established policy;
- Considerable ability to maintain effective working relationships with fellow employees, department heads, and the general public, as well as to deal with citizen problems promptly, courteously, and tactfully;
- The City Manager receives policy direction from the City Council, and is chosen by the City;
- Council based on executive and administrative qualifications, in accordance with the City Charter;
- Work is performed under the guidance of the City Council and is subject to evaluation on the basis of results achieved.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant citizens, must be able to handle tactfully;
- Subject to abnormal daily stress;
- Must be able to handle and properly account for large volumes of documents with confidentiality;
- Work is typically indoors, subject to sitting, standing, walking or using a telephone for extended periods of time;
- Subject to constant noise of a computer, copying machine, calculator, or telephone;
- Subject to working with frequent interruptions;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person within the confinement of a semi-noisy environment;
- High degree of concentration required to fulfill essential job duties;
- Vision required reading and reviewing written correspondence, reports, statistical and technical information, computer screen, etc.
- Subject to continuous exposure to light and glare from a computer terminal;
- Must have a professional appearance and demeanor; and convey a professional and positive image and attitude regarding the City.

SUPERVISION:

This position is under the direct supervision of the Mayor and City Council.

EEO Class: Office/Administrative (OA/9131)

FLSA Status: exempt

Grade: NA, Contract Employee

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer