

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: City Manager	Job Family:
General Classification: Management	Job Grade:

Definition: To serve as chief executive and administrative officer for the City

Distinguishing Characteristics: Under the direction of the City Council, manages the City government as prescribed by the City Charter.

Advises the City Council on matters related to the operation and policies of the City government.

Responsible for the appointment, evaluation and removal of the Assistant City Manager, department heads and other key City staff positions.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Administers and enforces the City Charter and is responsible for the operations of the City.
2. Meets with and advises the City Council on matters related to City operations and policies.
3. Provides overall organization leadership and executes City policies and priorities as prescribed by the City Council.
4. Plans, coordinates and directs the operation of City departments and programs.
5. Develops and proposes the City's annual operating budget to the City Council for adoption.
6. Meets with members of the public on matters of relevance to the City.
7. Maintains effective working relationships with all sectors of the community as well as neighboring communities and other governmental entities.
8. Represents and supports the policies of the City to employees and the public.

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Minimum Qualifications:

Knowledge of: Principles and practices of public administration, including: financial planning and management; policy development and goal-setting; personnel administration; organizational management; and advanced management systems.

Ability to: Manage and provide organizational leadership; communicate and write effectively; build effective working relations with government officials, coworkers, subordinates and the public; develop and implement effective City organizational policies and procedures; establish priorities and direct the allocation of City resources; develop plans and recommendations for broad and specific City goals, objectives and policies; and direct the execution of City programs and projects.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a Master's Degree in Public or Business Administration, and five years progressively responsible experience in local government, with at least three years experience as a City Manager or Assistant City Manager.

Required Licenses or Certificates: Valid California driver's license.

Established February 1980

Revised December 1991

CLASS SPECS

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