



CITY MANAGER

SUMMARY DESCRIPTION

Under City Commission direction, plans, directs, manages and oversees the activities and operations of the City of Bowling Green including the Administrative Services, Community Services, Environmental Services, Police and Public Works Departments, Human Resources, and City Clerk's Office; implements policy decisions made by City Commission; facilitates the development and implementation of City goals and objectives.

REPRESENTATIVE DUTIES

1. Assume full management responsibility for all City operations; assess ongoing operational needs through department heads and determine best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate, train, supervise, and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations.
10. Provide staff assistance to the City Commission; prepare and present staff reports and other necessary correspondence.
11. Provide staff support to assigned boards and commissions.

12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
13. Respond to media inquiries, City Commission concerns and issues and community needs.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of a City organization. Advanced principles and practices of public administration, government, Commission and legislative processes.
2. Principles and practices of program development and administration. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluation.
3. Government grant writing and administration.
4. Methods of analyzing, evaluating and modifying administrative procedures.
5. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
6. Pertinent federal, state and local laws, codes and regulations.

Ability to:

1. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
2. Communicate clearly and concisely, both orally and in writing.
3. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

EXPERIENCE:

Five years of increasingly responsible experience in municipal government, including three years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.