

EXECUTIVE MANAGER

DEFINITION

Under administrative direction, plans, organizes and provides administrative direction and oversight for all departmental/divisional functions and activities including budget, program, and project responsibilities; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Provides administrative direction to professional staff and general direction to support staff.

CLASS CHARACTERISTICS

The Executive Manager oversees and directs all activities of the assigned department, including accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The Executive Manager is distinguished from the Professional/Manager series by the greater degree of critical public contact, organizational impact, and direct responsibility for implementing public policy associated with the health, safety, and general welfare of the entire community.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; prepares and administers the department's and/or organizational budgets.
- Plans, organizes, administers, reviews, and evaluates the work of professional, technical, maintenance and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May participate in cross-departmental projects and assists other departments with financial and/or budgetary needs and issues.
- May serve as Acting City Manager in City Manager's absence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced professional level course of study appropriate to assignment.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, codes, and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Skill in:

- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating, and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Balancing competing public interests and effectively addressing critical community concerns directly associated with the health, safety, and general welfare of the entire community.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various businesses, professional, educational, regulatory, and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Working in a team atmosphere and participating in a variety of citywide committees to enhance the provision of City services.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in a field related to the work and five years of managerial or administrative experience in either a public agency setting or working with public agencies. An advanced degree in a related field is highly desired.

Licenses and Certifications:

Certifications may be required for selected assignments.

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, and to use standard office equipment, including a computer; to inspect various City infrastructure, development, field operations, work sites and meeting sites, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Other Requirements:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Attendance at off-hours meetings and occasional travel are required. May be required to respond to off-hours emergency situations.

Typical Working Titles included in this classification:

Administrative Services Director
Assistant City Manager
Community Development Director
Community Services Director
Fire and Emergency Services Chief
Police Chief
Public Works Director

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.