

FARMINGTON CITY

Job Description

Title:	City Manager	Code:	100
Department:	Administration	Last Revised:	10/2007
Grade:	E5	Effective Date:	1/1/96

GENERAL PURPOSE

Performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the governing body of Farmington City.

SUPERVISION EXERCISED

Provides general guidance and direction to department heads related to operations, fiscal and general management functions; provides close to general supervision to personnel of the administrative department.

ESSENTIAL FUNCTIONS

As specified under Title II, Chapter 3, Section 108 of the Farmington City Ordinances.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a Masters degree in business or public administration;

AND

B. Three (3) years of progressively responsible experience in municipal management;
OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal organizations and department operations including applicable laws and regulations; budgeting, various revenue sources available to local governments including state and federal sources. **Considerable knowledge** of state laws as they apply to city management practices; human resource management practices and procedures; working knowledge of municipal and fiscal accounting principles, practices and procedures.

Considerable skill in resolving disputes and complaints from the public.

Ability to analyze and exercise control in a variety of financial and budget matters; make decisions; to use creativity in problem solving; coordinate a variety of intra-governmental

policy matters between governing body and department heads; to plan, organize, direct, lead and supervise the work of professional and administrative subordinates; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public; and to work ethically, enthusiastically and conscientiously in managing the affairs of the City.

3. Special Qualifications: Possess a majority of 18 core competencies and skills as set forth by the International City Management Association (ICMA)

Must be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.