

City of Saratoga, California City Manager

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list every duty for a given position in a classification.

DISTINGUISHING CHARACTERISTICS

An employee in this position is appointed by the City Council to act as the chief executive officer of the City, to carry out the direction of the City Council in planning, directing, coordinating, and reviewing the activities and operations of City departments; to direct and supervise the activities of the Department of the City Manager; and to do related work as required.

The City Manager position is "At-will". The City Manager serves at the pleasure of the City Council and can be terminated at any time without cause.

Examples of Essential Work (Illustrative Only)

- Administers execution of City Council priorities;
- Advises the City Council on agenda items, issues, programs, and as requested on other matters;
- Approves the selection, status change, transfer, and termination of all City personnel;
- Confers with and directs all department directors in the formation and implementation of administrative policies and practices;
- Coordinates the preparation of wide variety of reports and presentations to the City Council and outside organizations;
- Develops proposals for action on current and future City needs and recommends long-range plans for City services and programs;
- Develops the City Council meeting agenda with the Mayor and City Clerk, attends all City Council meetings, writes/approves staff reports as needed, and provides advice and clarification during Council meetings;
- Directs the development of the City's operating and capital budgets for approval by the City Council;
- Oversees implementation of the adopted budget, monitors changes that may impact the City's budget, and advises the City Council on the City's financial conditions;
- Participates in professional and community organizations on behalf of the City to maintain good working relationships with outside organizations and key community constituencies;
- Plans and evaluates management staff performance, establishes performance requirements and personal development targets, regularly monitors performance, and provides coaching for performance improvement and development;
- Plans, organizes, controls, integrates, and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations;
- Provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles;

- Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission, operating plans, and objectives;
- Represents City to press and other information media as required;
- Represents the City Council in relationships with other government organizations and private agencies;
- Signs documents on behalf of the City as provided for in City code, policy, or whenever authorized by the City Council;
- Works closely with the City Council, boards, commissions, a variety of public and private organizations, and citizen groups to implement programs and projects that serve public interest;
- Ensures that high customer services standards are upheld;
- Works closely with supervising personnel who manage provision of municipal services via contract or joint powers authority, including but not limited to the Sheriff's Office, animal control, and solid waste and recycling;
- Acts as the City Treasurer, which includes supervising the activities of the Finance and Administrative Services Director, implementing the City's investment policy as adopted by the City Council, and other responsibilities required by law to be performed by the City treasurer.

EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and/or experience which is equivalent to:

- Graduation from a recognized college or university with a Master's Degree in public administration, planning, business administration, public finance, law, or other closely related field; and
- Ten years of progressively responsible administrative or staff experience in municipal government, including at least five years as an Assistant City Manager or department director position involving considerable responsibility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to develop and maintain effective working relationships with other government agencies, community partners, and other organizations that have ties to the City;
- Ability to effectively present complex ideas, facts, and recommendations orally and in writing;
- Ability to establish and maintain effective working relationships with Mayor, City Council, subordinates, representatives of other agencies, business groups, community groups, and the general public;
- Ability to handle citizen complaints and respond to difficult customers;
- Ability to plan, organize, and manage the activities of the City under the policy guidance and direction of the City Council;
- Ability to plan, organize, and supervise the work of subordinates;
- Comprehensive knowledge of Constitutional, Tort, Administrative, Employment, and Land Use law and regulations, including the laws and regulations associated with the Brown Act, Public Records Act, and Fair Political Practices Commission;
- Comprehensive knowledge of local government legal research and writing;
- Comprehensive knowledge of local government personnel rules and regulations;

- Comprehensive knowledge of principles, theories, and common practices of city administration;
- Knowledge of laws and regulations, principles and practices regarding city management, budget, finance, public personnel administration, public safety, public works, planning/land use, economic development, and recreation;
- Knowledge of municipal finance and budgeting principles;
- Skills in budgetary preparation and control;
- Skills in common office software, including Microsoft Office; and
- Skills in public speaking and presentation.

Required Special Qualifications

- Valid Class C California Driver's license

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Working Conditions

May be required to attend off-hour meetings.

Attachment

Saratoga, California, Code of Ordinances Chapter 2 – Administration – Article 2-20 City Manager

Saratoga, California, Code of Ordinances >> Chapter 2 - ADMINISTRATION >> Article 2-20 - CITY MANAGER >>

Article 2-20 - CITY MANAGER

Sections:

2-20.010 - Office created; appointment.

2-20.020 - Compensation; employment benefits.

2-20.030 - Manager to appoint City Clerk.

2-20.035 - Manager to serve as City Treasurer.

2-20.040 - Absence or disability; acting City Manager.

2-20.050 - Powers and duties of the City Manager.

2-20.060 - Council-Manager relations; departmental cooperation.

2-20.070 - Attendance at meetings of commissions, boards and committees.

2-20.080 - Removal procedure.

2-20.090 - Employment agreement.

2-20.010 - Office created; appointment.

The office of the City Manager is hereby created and established pursuant to Subsection 34851(a) of the Government Code. The City Manager shall be appointed by the City Council, and his/her selection shall be made wholly on the basis of his/her administrative and executive ability and qualifications. Subject to Section 2-20.080, the City Manager shall hold office for and during the pleasure of the City Council.

2-20.020 - Compensation; employment benefits.

The City Manager shall receive such compensation, expense reimbursement, vacation, sick leave and fringe benefits as established from time to time by the City Council.

2-20.030 - Manager to appoint City Clerk.

The City Manager shall appoint City Clerk, whose duty it shall be to perform the statutory functions of the office of City Clerk. The City Clerk may, with the consent of the City Manager, designate deputies to perform the statutory functions of the City Clerk in the absence of the City Clerk.

(Amended by Ord. 71-175 § 1, 1998)

2-20.035 - Manager to serve as City Treasurer.

The City Manager shall serve as City Treasurer and shall be responsible for supervising all of the activities of the Finance Director, implementation of the City's investment policy as adopted from time to time by the City Council, and such other duties and responsibilities as required by law to be performed by the City Treasurer.

2-20.040 - Absence or disability; acting City Manager.

The Assistant City Manager shall serve as Manager pro tempore during any temporary absence or disability of the City Manager. In the event there is no Assistant City Manager, the City Manager shall designate a qualified City employee to exercise the powers and perform the duties of City Manager during his/her temporary absence or disability. In the event the City Manager's absence or disability extends over a two-month period, the City Council may, after the two-month period, appoint an acting City Manager.

2-20.050 - Powers and duties of the City Manager.

The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council, except as otherwise provided in this Article. He/She shall be responsible for the efficient administration of all the affairs of the City which are under his/her control. In addition to his/her general powers as administrative head, and not as a limitation thereon, he/she shall have the following powers and duties:

(a)

Law enforcement. It shall be the duty of the City Manager to enforce all laws, Code provisions and ordinances of the City, and he/she shall have the powers of a peace officer. He/She shall also see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed and the conditions, if any, thereof performed.

(b)

Repealed.

(c)

Authority over employees. It shall be the duty of the City Manager, and he/she shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the City under his/her jurisdiction through their department heads.

(d)

Power of appointment and removal. The City Manager shall have the duty to, and he/she shall appoint, employ, remove, promote and demote any and all officers and employees of the City, subject to all applicable provisions of State law and the personnel ordinance as set forth in Article 2-40 of this Chapter, together with such personnel rules as may be adopted by resolution of the City Council. (e) **Administrative reorganization of offices.** It shall be the duty and responsibility of the City Manager to conduct studies and effect such administrative reorganization of offices, positions or units under his/her direction as may be indicated in the interest of efficient, effective and economical conduct of the City's business.

(f)

Ordinances. It shall be the duty of the City Manager and he/she shall recommend to the City Council for adoption such measures and ordinances as he/she deems necessary.

(g)

Attendance at Council meetings. It shall be the duty of the City Manager

to attend all meetings of the City Council unless he/she is excused therefrom by the Mayor individually, or the City Council.

(h)

Financial reports. It shall be the duty of the City Manager to keep the City Council at all times fully advised as to the financial condition and needs of the City.

(i)

Budget. It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval.

(j)

Expenditure control and purchasing. No expenditure shall be submitted to or recommended to the City council except on approval of the City Manager or his/her duly authorized representative, and he/she shall be responsible for the purchase of all supplies for all the departments and divisions of the City.

(k)

Investigations and complaints. It shall be the duty of the City Manager to make investigations into the affairs of the City and any department or division thereof, and to investigate any contract or the proper performance of any obligations of the City. Further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City, and to see that all franchises and permits granted by the City are faithfully performed and that the provisions and requirements thereof are observed.

(l)

Public buildings. It shall be the duty of the City Manager and he/she shall exercise general supervision over all public buildings, public parks and all other public property which are under the control and jurisdiction of the City Council.

(m)

Additional duties. It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated to him/her from time to time by ordinance or resolution or other official action of the City council.

(Amended by Ord. 71-175 § 2, 1998; Ord. 234 § 2 (part), 2005)

2-20.060 - Council-Manager relations; departmental cooperation.

(a)

The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager.

(b)

It shall be the duty of all subordinate officers, department heads, and the City Attorney to assist the City Manager in administering the affairs of the City efficiently, economically and harmoniously.

2-20.070 - Attendance at meetings of commissions, boards and committees.

The City Manager may attend any and all meetings of the Planning Commission, Parks and Recreation Commission, Heritage Preservation Commission and any other Commissions, boards or committees created under the provisions of this Code or by the City Council, upon his/her own volition or upon direction of the City Council. At such meetings which the City Manager attends, he/she shall be heard by such Commissions, boards or committees as to all matters upon which he/she wishes to address the members thereof, he/she shall inform said members as to the status of any matter being considered by the City Council, and he/she shall cooperate to the fullest extent with the members of all Commissions, boards or committees appointed by the City Council.

2-20.080 - Removal procedure.

The removal of the City Manager shall be effected only by a majority vote of the whole City Council as then constituted, convened in a regular Council meeting; subject, however, to the provisions of this Section. In case of his/her intended removal by the City Council, the City Manager shall be furnished with a written notice stating the Council's intention to remove him/her, at least thirty days before the effective date of his/her removal. If the City Manager so requests, the City Council shall provide in writing reasons for the intended removal, which shall be provided the City Manager within seven days after the receipt of such request from the City Manager, and at least fifteen days prior to the effective date of such removal.

(a)

Hearing. Within seven days after the delivery to the City Manager of such notice of intention to remove, he/she may by written notification, duly delivered, request a hearing before the City Council. Thereafter the City Council shall fix a time for the hearing which shall be held at its usual meeting place but before the expiration of the thirty day period, at which the City Manager shall appear and be heard, with or without counsel.

(b)

Suspension pending hearing. After furnishing the City Manger with written notice of intended removal, the City Council may suspend him/her from duty; but his/her compensation shall continue until his/her removal by action of the Council passed subsequent to the aforesaid hearing.

(c)

Discretion of Council. In removing the City Manager, the City Council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the City Manager to present the City Council his/her grounds of opposition to his/her removal prior to its action.

(d)

Limitation on removal. Notwithstanding the foregoing provisions of this Section, the City Manager shall not be removed from office for any reason except misconduct in office, during or within a period of ninety days following

any general municipal election in the City at which a member of the City Council is elected. After the expiration of such ninety-day period, the provisions of this Section as to the removal of the City Manager shall again apply.

2-20.090 - Employment agreement.

Nothing in this Article shall be construed as a limitation on the power or authority of the City Council to enter into any employment agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any of the provisions of this Article.