

1. Education and Experience:
 - A. Graduation from an accredited college with a Bachelors Degree in related field. Masters degree preferred;
AND
 - B. Five (5) years of progressively responsible experience in municipal management;

2. Special Qualifications:

Must be bondable

Valid Utah Class D Drivers License

3. Knowledge, Skills, and Abilities:

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

Ability to resolve disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

4. Working Conditions:

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, critical thinking and creative problem solving. Periodic travel required in normal course of job performance. Ability to work irregular hours

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Executive	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	125