

South Jordan City

Job Description

Title:	City Manager	Effective Date:	1/22/18
Org:	100100	FLSA:	Exempt/HCE/Executive
Pay Grade:	Contract	Workers Comp:	Municipal

City Manager serves at the good will and discretion of the City Council; subject to contractual obligations and City ordinance.

GENERAL PURPOSE

Perform a variety of professional administrative and managerial duties related to planning, directing, organizing, and controlling the day to day operations and general affairs of the City to ensure the efficient and economic operation of the city.

SUPERVISOR

Work under the broad policy guidance and direction of the governing body of South Jordan City.

POSITIONS SUPERVISED

Executive Assistant	City Commerce Director
Chief Financial Officer	Strategic Services Director
City Recorder	Assistant City Manager
Director of Human Resources	

ESSENTIAL JOB FUNCTIONS

Manage the day-to-day operations and internal affairs of the city; develop policies, procedure and process as needed to implement the decisions of the city council; perform and direct research on issues, policies, and political developments; advise and apprise governing body as needed; approve recommendations for executive and administrative actions; make recommendations for legislative actions; conduct internal investigations, examine books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

As chief administrative officer, assume responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards; serve as final hiring authority for all city positions except the City Recorder and City Treasurer. Give final approval for all recruitment and selection activities; monitor human resource management activities related to advancement, discipline, and discharge; supervise senior staff leadership, evaluate performance; determine priorities and delegate assignments.

Manage the preparation and administration of the city's budget; submit budget and capital improvement programs to the mayor, department heads and council; oversee fiscal activity of the city to assure compliance with established budgets; develop fiscal management strategies to optimize available revenue sources.

Direct city operations through subordinate staff; coordinate city-wide management activities and facilitate implementation strategies; monitor program success to determine continuance or discontinuance; coordinate with department heads to implement change in city policy and processes; apprise city council members of emergencies.

Attend and/or conduct various city meetings; advise city boards and commissions; attend city council meetings; propose alternatives and options; make recommendations; solicit legal responses and positions from city attorney.

Represent the city as directed by the governing body; participate in intergovernmental consortiums to establish mutual relationships and programs; facilitate and participate in interagency, intergovernmental and private enterprise programs and projects as needed.

Develop state-of-the-city reports; issue public statements to the press and respond to questions from the press related to city management, policies, procedures, administrative decisions, etc.; assume responsibility for general public relations activities.

Serve as arbitrator or adjudicator of complaints filed against or between city employees, departments, divisions, or services; negotiate to achieve mutually agreeable solutions.

Exercise general supervision over public property under the jurisdiction of the city.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

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