CITY OF OCALA

**REVISED**: 12/2019 **EXEMPT**

**PAY GRADE:**  Not Applicable - Contractual

# CITY MANAGER

**GENERAL STATEMENT OF JOB**

This is a highly responsible, administrative, professional, Charter Officer position directing the activities of the City. The City Manager serves at and is expected to implement the will of the City Council. The City Manager may be appointed or removed at will by the City Council. Work in this class is distinguished from other classes by its exclusive management, jurisdiction and control over all operating (except the Police Department), administrative and financial affairs of City general government.

**ESSENTIAL JOB FUNCTIONS**

1. Follows the leadership of the Council and directs the staff in implementing Council’s services, programs and priorities. Develops goals, objectives, spending plans and programs designed to implement Council direction.
2. Maintains a positive working relationship with and acts as a strategic partner with City Council. Regularly interacts with the individual Council Members, discussing city business and bringing important matters to their attention, in advance whenever possible. Provides advice and counsel as appropriate.
3. Oversees the day-to-day operations of the City except the Police Department. Makes the decisions necessary to promote the smooth functioning of the government, including risk mitigation and adequate insurance.
4. Ensures that the all City functions within his/her purview comply with all applicable local, state and federal law and regulations.
5. Develops and implements long and short-term strategies to achieve City Council’s strategic goals. Provides the necessary resources and encourages and inspires staff to see projects through.
6. Ensures that the City has a strong, sound and secure financial foundation in place (including accounting, budgeting, financial reporting, funds investment, grants, purchasing and the practices and software systems in place to securely manage and protect it, to the extent possible, from cyberattack, fraud or other manipulation that would endanger the City). Oversees the preparation of the annual budget and five-year capital improvement plan. Ensures that departments comply with the Council-adopted budget.
7. Plays a lead role in the City’s redevelopment, economic development and annexation activities.
8. Directs departments to actively pursue external funding, including grants, legislative set-asides and other sources. Keeps abreast of legislative issues which may impact general government.
9. Oversees all City contracts and ensures that all terms and conditions are met. Further ensures that all expenditures are properly documented.
10. Develops and maintains a personnel performance measurement system to review and evaluate staff performance, thus holding staff members accountable for their performance.
11. Identifies, selects and retains a professional management team. Appoints and removes directors of departments at will.
12. Maintains positive working relationships with City staff, local business partners, educational institutions, non-profits, and the general public.
13. Oversees the City’s personnel system including hiring, training, supervision, evaluation, promotion and discipline of City staff.
14. Serves as, or designates as necessary, the City’s lead person in labor and other negotiations. Develops estimates of the fiscal impact on the City of contract proposals. Brings negotiated proposals to the City Council for final approval.
15. Oversees the development of and adherence to standard operating procedures and manuals, City policies and other practices.
16. Develops mechanisms to communicate with Ocala’s citizens and businesses to keep them informed of City activities and events that could affect them. Develops mechanisms to respond promptly to needs, requests and complaints from citizens and businesses.
17. Keeps abreast of new trends, technologies and policies in municipal management.
18. Manages the collection and maintenance of statistical information and performance data necessary to evaluate and support efficient and effective departmental operations.
19. Attends City Council and other appropriate meetings making presentations and provide input as necessary.
20. Represents the City in dealing with residents, other governmental entities and outside agencies as appropriate.
21. Performs any and all other tasks necessary for the successful operation of the City.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions of the position.

**EDUCATION AND EXPERIENCE**

Graduation from an accredited four-year college with major coursework in public administration, business administration or related field. Ten years of progressively responsible management experience and at least five years as an organization’s chief executive officer or assistant CEO.

**PREFERED QUALIFICATIONS**

Master’s degree in business administration, public administration or other relative field. ICMA Credentialed City Manager status.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate effectively orally and in writing. Skilled in planning, organizing and supervising the work of others.

Thorough command of governmental operations. Knowledge of municipal policies and procedures; City codes and administrative practices; state and federal laws relating to municipal administration; modern management practices and technologies; and supervision and management. Ability to plan, organize, supervise and coordinate the work of subordinate employees. Ability to establish and maintain effective working relationships with officials, subordinates, representatives of other agencies, and the general public. Ability to express ideas, visions and desired outcomes clearly and concisely, orally and in writing. Ability to remain calm in stressful situations. Ability to meet multiple deadlines. Must have strong organizational skills, ability to research and analyze data and prepare complex detailed reports. Ability to research and solve problems. Ability to make public presentations to large groups.

**LICENSES/CERTIFICATES**

Must possess and maintain a valid Florida Operators Driver's License with an acceptable driving record.

**RESIDENCY REQUIREMENTS**

Must reside within the City limits.

**ASSIGNED CITY VEHICLE:** YES \_\_X\_\_ NO \_\_\_\_\_

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).