



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

JOB TITLE:	City Manager	DEPARTMENT:	Administration
JOB DESC. #:	ADM01	DIVISION:	N/A
PAY GRADE:	Contract	REPORTS TO:	City Council
PAY RANGE (ANNUAL):	Contract	FLSA STATUS:	Exempt
UNION REPRESENTATION:	Unrepresented		

JOB SUMMARY

This position is responsible for managing the day-to-day operations of the City of Moses Lake. Under the broad policy guidance of the City Council and within the provisions of federal and state laws, manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress; and directs changes as necessary.

ESSENTIAL FUNCTIONS

- Provides professional advice to the City Council and department directors; communicates official plans, policies, and procedures; and makes presentations to Council, staff, boards, commissions, civic groups, and the general public.
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget; and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Issues written and oral instructions; and assigns duties and examines work for exactness and conformance to policies and procedures.
- Appoints and removes all employees of the City; appoints, and removes as appropriate, members to the Library Board and Civil Service Commissions; maintains harmony among workers; and resolves grievances.

- Prepares and submits to the City Council such reports as may be required by that body or as the manager may deem advisable.
- Implements City Council policies, procedures, directives, and decisions.
- Directs the development and management of the City's annual budget.
- Directs, supervises, and manages the work of department heads.
- Represents the City and the City's interests before state and federal lawmakers, agencies, and citizen groups; coordinates City activities with other local governments and agencies.
- Develops and implements City administrative policies and procedures.
- Directs and oversees economic development activities for the City.
- Coordinates and makes presentations at City Council meetings.
- Interacts with citizens regarding questions and concerns; directs, supervises, or participates in providing information to the public related to city operations.
- Attends public and community group meetings.
- Assists in recruiting and appointing individuals to City boards and commissions.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of public administration principles and practices.
- Knowledge of management principles and practices.
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
- Knowledge of budget preparation and finance, including tax revenue projections and prioritizing expenditures.
- Knowledge of the functions and operations of city departments.
- Knowledge of the city's demographic and economic profile.
- Knowledge of personnel management principles and practices.
- Knowledge of economic forecasting principles.
- Knowledge of public relations principles.
- Skill in project management.
- Skill in strategic planning.
- Skill in establishing priorities and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Council assigns work in terms of city goals and objectives. Work is reviewed through conferences, reports, and observation of city activities.

GUIDELINES

Guidelines include federal and state laws and regulations that govern city operations, the city code, and internal policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety and scope of city operations contributes to the complexity of the work.
- The purpose of this position is to direct city operations. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, member of non-governmental organizations, business leaders, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Communications and Marketing Specialist, Administrative Services Manager/City Clerk, Community Development Director, City Engineer, Fire Chief, Finance Director, Human Resources Director, Public Works Director, Police Chief, and Parks, Recreation and Cultural Services Director.

MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university in public or business administration, or related field.
- At least seven to ten years of progressively responsible experience in municipal government, including five years of senior management responsibility is required.
- Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job may be considered.
- All applicants must be able to successfully pass a background check process which includes reference checks and criminal history checks, or other.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility; and such statements should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed this job description and understand the expectations of this position.

Signature

Date