

**CITY OF WEST WENDOVER
ADMINISTRATION
CITY MANAGER**

POSITION DESCRIPTION

Acts as Chief Administrative Officer and plans, directs, manages and oversees the activities and operations of the City; oversees and/or assists City activities with other outside agencies and organizations; performs high-level administrative, technical and professional work in directing and supervising the administration of the City government; performs highly responsible and complex administrative support to the Mayor and City Council; receives broad policy direction from the City Council and exercises direct supervision over Department Heads.

CHAIN OF COMMAND

The City Manager shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

DISTINGUISHING CHARACTERISTICS & ESSENTIAL FUNCTIONS

- Serve as a representative of the City of West Wendover, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Develops plans and implements goals and objectives for the City; recommends, develops, evaluates and implements administrative policies and procedures to meet Council goals and objectives; researches Council requests regarding policy; prepares and submits recommendations.
- Provides highly responsible administrative staff assistance to the Mayor/City Council; directs specific and comprehensive analyses of a wide range of city policies; updates the Mayor/City Council in the status of various projects.
- Directs the establishment of standards, goals and objectives and evaluates the performance of departments; coordinates the activities of the various City departments to ensure timely, efficient and effective delivery of programs and services.
- Helps CFO to develop alternate revenue sources for City projects; oversees the implementation of City Council goals and objectives.
- Selects, directs, develops and evaluates management personnel and other appropriate staff; provides for instruction and training of staff and related training programs to enhance the capabilities of staff and improve services; listens, responds to and resolves employee problems, concerns, complaints and grievances; is the Human Resource Director for the City; administers the City's personnel system including classification, compensation, benefits, recruitment, selection, and personnel policies; maintains personnel records and employee policies and procedures; implements or ensures implementation of such policies including discipline and termination; provides motivation and evaluates executive management personnel.
- Continuously monitors and evaluates the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; evaluates and implements improvements.
- Provides direction regarding citywide organizational development programs; develops administers and participates in employee meetings to assess organizational climate and employee attitudes.

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- Serves as liaison between the City and other agencies of cities, counties, regional authorities, the State and Federal Government, elected officials and other outside agencies on a broad range of matters; explains and justifies City programs, policies and activities; negotiates and resolves significant and controversial issues.
- Attends Council meetings; makes oral and written presentations to the City Council and to other public and private groups; provides information to the news media and the public regarding City operations; represents the City with other government agencies and in meetings with the public.
- Informs the Council of operational problems and seeks advice and counsel on possible solutions.
- Directs, oversees and participates in the development of the City's work plan; assigns work projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Negotiates all City contracts, agreements and solutions involving a variety of administrative, fiscal and special projects subject to the limitations of law and Council direction; administers and enforces all contracts and agreements; participates in the preparation of program or special project budgets.
- Works with and assists the City's Legal Counsel with regard to all legal matters of the City.
- Analyzes proposals regarding policies, programs, and services and develops recommendations to the City Council; analyzes information pertaining to City services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence needed for government agencies and the Mayor/City Council.
- Analyzes proposed legislation and administrative regulations for their impact on City operations; reviews and makes recommendations to the Council regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Stays abreast of new trends and innovations in the field of public administration; attends and participates in professional group meetings.
- Responds to citizen inquiries and resolves difficult and sensitive complaints; assists Department Heads in handling and resolving citizen complaints and concerns in a timely manner.
- Assists the City Council in the development of overall goals of the City; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the City Council and others to develop community and economic development plans.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Education/Experience/Training.

Bachelor's Degree and practical experience that would provide the required knowledge and abilities.

- Bachelor's Degree in business or related field, and/or public administration
- At least five years of city/county or other public agency administrative experience
- Experience in the responsibility and management of staff and programs.

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- 10-Key knowledge
- Experience analyzing and preparing department budgets/finances

Knowledge/Skill:

- principles and practices of management and supervision;
- principles of public budget preparation and administration;
- principles of public personnel administration and employee relations; and
- laws and regulations which pertain to City operations, services, and programs.
- develop policies and goals consistent with Council directives;
- effectively administer projects and operations consistent with City policies and goals;
- plan, direct, and evaluate the work of staff;
- develop, motivate, and supervise management staff and other direct reports;
- work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- establish and maintain effective working relationships with all levels of City staff, elective and appointive bodies, and members of the general public;
- gain cooperation through discussion and persuasion;
- collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- analyze policies, regulations, projects, activities, and methods;
- select alternatives;
- project the consequences of proposed actions;
- implement administrative policies and work programs consistent with regulations and with City policies and goals;
- understand, interpret, and apply laws and regulations;
- present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; and
- communicate effectively in writing on matters related to department policies, funding, and operations.

Special Requirements And Licensing: Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver’s License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States.

Background Investigations: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Ability to tailor work hours to needs of department, though standard hours are 8 am to 5 pm. Smoke-free working environment. Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Frequent interruptions to planned work activities may occur; telephone calls, special needs from department heads, co-workers or public, and response to unplanned events.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods.

Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone. Light lifting (25 to 50 pounds) is periodically required.

CONTROLS OVER THE POSITION

The City Manager shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Exempt

“The City of West Wendover is an Equal Opportunity Provider”

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