

CITY MANAGER
(UNCLASSIFIED)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction of the City Council, to function as the chief administrative officer in directing the operations of the city government and as the executive director in carrying out the policies of the Community Development Commission.

EXAMPLES OF DUTIES – *Examples of duties performed by incumbents in the class may not include all required duties. The class specification is intended to present a descriptive list of the range of duties performed by the incumbent.*

Chief Administrative Officer of the City of Oceanside, attends all meetings of the Mayor and City Council; as Executive Director, attends all meetings of the Community Development Commission; carries out City Council policy as a guide to daily assignment of City operations; directs special administrative studies, investigations, and surveys to determine the effectiveness of administrative practices; analyzes contracts, leases, reports, purchase bids, and other matters requiring comprehensive analysis in order to authorize administrative action; oversees departmental operations and expenditures; supervises the preparation and administration of the annual budget; directs the development of program objectives, definitions, directions, and priorities; and performs other related work as required by the Mayor and City Council.

MINIMUM QUALIFICATIONS

Knowledge of:

- Municipal management concepts, principles and practices.
- Principles and practices of administrative management, administrative analysis and staff operations.
- Principles of supervision and training.
- Municipal organization, functions, operations, and problems of municipal government.
- Municipal budgeting, accounting and purchasing.
- Practices, principles, techniques and laws of labor relations.

Ability to:

- Plan and enforce a balanced budget.
- Prepare and present data and information in an effective and organized manner.
- Plan, organize, direct, coordinate and supervise administrative staff and subordinate managers.
- Analyze and summarize data on a variety of technical and administrative matters.

CITY OF OCEANSIDE
City Manager *(Continued)*

- Interpret and apply plans and policies.
- Plan, coordinate and initiate actions.
- Establish and maintain effective working relationships with employees, employee organizations, governmental officials, community and business representatives, and the general public.
- Implement decisions and recommendations;
- Speak and write effectively.

Education/Training:

Equal to a bachelor's degree or higher in Public Administration, Business Administration or a related field; and at least six years of municipal management experience including at least two years of supervising professional level administrative staff; or an equivalent combination of experience and training.