JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>City Manager’s Office</td>
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<tr>
<td>Reports to Position:</td>
<td>Mayor</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>09/27/06</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):
The City Manager is a professional position that serves at direction and pleasure of the city council and is responsible for the administration, coordination and control of the city government. He or she is a generalist, policy leader and human relations expert. The City Manager must be a politically responsible, effective policy executive who can acquire and utilize local and regional resources to resolve community problems and capitalize on community opportunities. The City Manager must have considerable knowledge of the city and possess the interpersonal and analytical skills necessary to effectively deal with the problems and opportunities confronting the community.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, directs, coordinates and controls all activities of the city government.
- Recommends policies to the city council and develops new programs deemed in the best interest of the city.
- Prepares and administers the city's budget.
- Oversees all city laws and ordinances to ensure they are faithfully executed and enforced.
- Reviews technical reports, budget estimates, proposed ordinances and regulations submitted by department heads; takes appropriate action.
- Performs these personnel functions in accordance with state and city codes and applicable civil service laws: staffing, training and development, scheduling, compensation administration, employee discipline, promotions, layoffs and terminations.
- Supervises all contracts for work to be done for the city; purchases city materials and supplies; assures purchase policies are followed.
- Responsible for all aspects of risk management, including general insurance, health insurance, workers compensation and related areas.
- Approves all public works and public improvement projects excluding those specified in the Iowa Code.
- Attends all city council meetings.
- Conducts staff meetings regularly to maintain communication and coordination between the city's departments.
- Addresses various civic organizations to increase community awareness and understanding regarding the city's programs and activities.
- Perform related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of modern principles and practices of urban administration and management.
- Knowledge of the causes underlying urban problems and methods of dealing with those problems.
- Ability to identify and define problems and generate solutions from often diffuse and fragmented information.
- Ability to perform effective tactical and strategic planning and prepare the organization for the changing environment.
- Ability to effectively manage conflict, including educating and advising disputing parties.
- Knowledge of modern personnel administration, including labor relations.
- Knowledge of human relations, including values affecting individual and group behavior.
• Ability to establish and maintain effective working relationships with the city council, fellow employees, civic groups and the general public.
• Ability to persuade others in order to achieve results, but also offer solutions agreeable to various groups.
• Skills in situational and financial analysis, including determining the level of financial burden, and level of adjustment the city can accept in relation to the city's prevailing tax climate and service level.
• Knowledge of financial assistance available to the city and of potential sources of new revenue.
• Ability to effectively utilize various information Systems.
• Ability to prepare clear and concise oral, written and graphic reports and presentations.
• Ability to effectively deal with the media.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form or face-to-face.
• Ability to operate computer keyboard, calculator, telephone and similar office machines.
• Ability to perform mathematics necessary for budget, personnel management and labor negotiations.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

• B.A. in Public Administration or related field from an accredited college or university required; M.A. preferred.
• Minimum five years experience in city administration and management experience, or equivalent.
• Must have or obtain valid Iowa driver’s license.

WORKING CONDITIONS

List working conditions for this position:

• Works in an office environment
• Works a standard work week
• May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

• Sex Offender Registry
• Criminal Background Check
• Credit Check
• Drug Screening
• Driving Record
• Pre-Employment Physical