
Position Title: City Manager

Band Level: A Class Code: 1000

KEY POSITION REQUIREMENTS

Education: Doctoral or equivalent degree required or an equivalent combination of training and experience.

Experience: Over 8 years prior related work experience required.

Operating Budget Responsibilities Expenditure Responsibilities: Has full authority to delegate control of the budget to subordinate personnel. May plan and direct expenses.

Revenue Generating Impact: Has the major controlling/authorizing influence on decisions affecting the revenues, where the impact of others is mainly advisory; has full authority to commit the department/cost center to a specific course of action.

Complexity: Work is broad in scope covering virtually the entire City's operations. Policy, procedure, and precedent are created and/or approved by this position.

Decision Making: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with organization-wide policies.

Customer Relations: Continuing internal and external contacts involving difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and/or the handling of very difficult interpersonal relationships.

Supervisory Skills: Has overall responsibility for providing direction and guidance to the City Of Tallahassee.

Planning: Makes formal plans that are strategic in nature, and have future impact beyond three years.

Impact of Actions: Position has primary responsibility for the long-range future of the City Of Tallahassee and affects operations beyond the scope of the City Of Tallahassee, i.e., into the local jurisdiction.

Knowledge and Skills: Requires extensive knowledge in several professional disciplines and is able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of the City Of Tallahassee. May act in a consultative capacity using broadly recognized expertise. May be recognized as an expert in the field and sought after as a resource externally.

Working Conditions/Physical Effort: Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

Established: 3-20-98