

**CITY MANAGER
POSITION DESCRIPTION
CITY OF SAN JUAN BAUTISTA**

February 2025

SUMMARY

As the appointed Chief Executive Officer of the City, this position is responsible for planning, directing, managing, and reviewing the activities and operations of the City of San Juan Bautista. The role operates under the policy direction of the City Council in accordance with municipal law, for the benefit of City residents. It involves coordinating City services and activities across various departments and external agencies.

Additionally, it includes providing highly responsible and complex administrative support to the City Council, offering advice with substantial discretion and judgement in analyzing the best approaches for recommendations and decisions. The position also entails performing related duties as assigned.

The City Manager position is "At-will". The City Manager serves at the pleasure of the City Council and can be terminated at any time without cause.

SUPERVISION RECEIVED AND EXERCISED

The City Manager leads the organization with executive responsibility and directs the organization's operations through collaboration with executive management, providing strategic guidance to ensure effective City management.

CLASS CHARACTERISTICS

This executive management role entails overseeing, directing, and actively engaging in all aspects of City operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers the execution of City Council priorities.
- Advises City Council on agenda items, issues, programs, and, as requested, on other matters.
- Approves the selection, status change, transfer, and termination of all City personnel.
- Confers with and directs department heads in the formation and implementation of administrative policies and practices.
- Drives efficiency and effectiveness across all City programs and activities.
- Coordinates the preparation of a wide variety of reports and presentations for the City Council and outside organizations.
- Develops proposals for action on current and future City needs and recommends long-range plans for City services and programs.
- Directs the development of City Council meeting agendas, attends all City Council meetings, writes/approves staff reports as needed, and provides advice and clarification during Council meetings.
- Directs the development of the City's operating and capital budgets for approval by the City Council.

- Oversees the implementation of the adopted budget, monitors changes that may impact the City's budget, and advises the City Council on the City's financial conditions.
- Participates in professional and community organizations on behalf of the City to maintain good working relationships with outside organizations and key community constituencies.
- Plans and evaluates executive management staff performance, establishes performance requirements and personal development targets, regularly monitors performance, and provides coaching for performance improvement and development.
- Plans, organizes, controls, integrates, and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations.
- Provides day-to-day leadership and works with the City's executive management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
- Provides leadership and works with the executive management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission, operating plans, and objectives.
- Represents the City to the press and other information media as required.
- Represents the City Council in relationships with other government organizations and private agencies.
- Signs documents on behalf of the City as provided for in City code, policy, or whenever authorized by City Council.
- Works closely with City Council, City Attorney, boards, commissions, a variety of public and private organizations, and citizen groups to implement programs and projects that serve the public interest.
- Ensures that high customer services standards are upheld.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting, including the laws and regulations associated with the Brown Act, Public Records Act, Meyers-Milias Brown Act, and Fair Political Practices Commission.
- Laws and regulations, principles and practices regarding city management, leadership, budget, finance, public personnel administration, public safety, public works, water and sewer, planning/land use, economic development, and recreation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Recreational, cultural, age-specific, and social needs of the community.

- Technical, legal, financial, and public relations problems associated with the management of municipal government.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an elected City Council.
- Funding sources for municipal government services.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Abilities:

- Establish, maintain, and foster positive, effective working relationships with other government agencies, community partners, organizations connected to the City, and individuals encountered in the course of work.
- Effectively communicate, present complex ideas, facts, and recommendations orally and in writing.
- Establish and maintain effective working relationships with the Mayor, City Council, subordinates, representatives of other agencies, business groups, community groups, and the public.
- Handle citizen complaints and respond to challenging customers.
- Plan, organize, and manage the activities of the City under the policy guidance and direction of the City Council.
- Effectively manage the organization and operations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of managerial, supervisory, professional, and technical personnel, adeptly delegate authority and responsibility.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and sound judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems and software applications relevant to work performed, as well as modern business equipment, to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field. Master's degree is desirable.

Five (5) years of experience in a public agency management position responsible for the formulation and implementation of programs, budgets, and administrative operations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.

FLSA STATUS: EXEMPT

PAY GRADE: Per Employment Agreement