



JOB DESCRIPTION

TITLE: City Manager
DEPARTMENT: Administration
GRADE: 24
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/20/2017

POSITION SUMMARY

The City Manager is the Chief Administrative Officer of Draper City. The City Manager works under the advice and consent of the City Council and is limited only by those powers and duties specifically reserved for the Mayor and City Council by City ordinances or State law. The City Manager is appointed by a majority vote of the City Council and serves at their discretion. This is appointed position is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

The City Manager performs a variety of professional, administrative and managerial duties related to planning, directing and controlling the administrative processes necessary to carry out the effective operation of the City. The City Manager provides broad policy and general guidance and direction to department heads and may provide supervision to personnel in the administrative department.

ESSENTIAL FUNCTIONS:

- Carry out the policies and programs established by the Draper City Council.
- Execute and enforce all applicable laws, ordinances, rules and regulations, and see that all franchises, leases, permits, contracts, licenses, and privileges granted by Draper City are observed.
- Attends and/or conducts various City meetings; advises City boards and commissions; attends City Council meetings; proposes alternatives and options; makes recommendations; solicits legal responses and positions from the City Attorney.
- Organize and direct the management of the executive affairs of Draper City in a manner consistent with municipal ordinances.
- Directs and oversees the creation of the city budget for the purpose of complying with the requirements of the uniform municipal fiscal procedures act and for submittal to the City Council for approvals and amendments.
- Direct City operations through department heads which have been appointed by the City Manager with the consent of the City Council or appointed by the Mayor and/or City Council as outlined in adopted City ordinances or State law.



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- Work to establish effective and positive relationships with both appointed and elected officials of surrounding communities and seeks to develop cooperative programs to benefit the citizens of Draper City.
- Make investigations into affairs of the City and any department or division thereof, and any contract or the proper performance of any obligations of City. Investigate all complaints in relation to matters concerning the City as outlined in City ordinances, policies and State law.
- Performs performance reviews of department heads and other employees directly supervised.
- Approves, recommends or consents to employee promotions, demotions, suspensions and involuntary terminations in accordance with City ordinances / policies, State laws and Federal laws.
- The City Manager will develop and implement a public relations plan and promote positive relationships with the public, press, and media.
- Represents the City at meetings with citizen groups and other public and private entities.
- The City Manager shall be available to, or appoint an appropriate person within the city to respond to emergencies and/or calls requiring immediate municipal government assistance and leadership on a 24-hour basis.
- Provides leadership to all city employees.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

The City Manager shall be appointed on the basis of his/her abilities, integrity, and prior experience relating to the duties of the office, including but not limited to, abilities in public administration and executive leadership, budgeting, and shall possess such managerial capabilities as in the opinion of the council befit him/her to provide professional direction to the executive department of Draper City.

Upon employment, the City Manager must possess a valid Utah driver's license. It is preferred that the City Manager will have graduated from an accredited college/university with a Master's degree in public administration or related field and have at least five (5) years of progressive responsible experience in municipal management.

KNOWLEDGE, SKILLS AND ABILITIES

1. Define the vision and mission of the city and translate them into clear goals, objectives and tasks.
2. Develop and maintain associations with employees, public officials, and the public that engender trust, confidence, and positive working relationships.
3. Maintain confidences and practice business in an ethical manner that achieves defined business results.
4. Gather, analyze, evaluate, interpret facts, and prepare and present them in a concise manner.
5. Receive, give, and explain oral and written instructions.



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6. Exercise initiative and sound judgment and to react resourcefully under varying pressure conditions.
7. Highly skilled in multi-project planning, scheduling and control.
8. Ability to develop, maintain, and manage a team of professionals to achieve goals and objectives.
9. Ability to provide leadership.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Various levels of mental application required, i.e., memory for details, discriminating thinking, creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including long hours, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.