

City Manager

Definition:

Under the broad guidance and direction of the Mayor and City Council, coordinates and directs the administrative affairs of the City.

Examples of Duties:

1. Attends all City Council meetings, directs the preparation agendas and information packets for the Council as so instructed by the Mayor and attends all other meetings affecting the operation and efficient management of Vernal City.
2. Directs and administers all City departments providing sound direction, establishing goals & objectives, and working daily with department heads.
3. Administers and regulates the appointment, promotion, dismissal, reviews and disciplinary action of City employees and regulates all personnel of the City as the Chief Personnel Officer.
4. Prepares the annual budget and advises the Mayor and Council as to the financial condition and needs of the City, and seeks alternative methods of funding City operations.
5. Serves as the liaison in dealing with the State, federal officials and other agencies, and monitors both State and Federal legislative issues affecting Vernal City.
6. Recommends and prepares ordinances, resolutions and policies for City Council review and has all ordinances, resolutions and policies of the City Council recorded and causes the same to be published as required by law.
7. Gathers pertinent facts and information relating to problems, decisions, and issues facing the City and makes recommendations to the Mayor and City Council.
8. Serves as the public relations officer and representative of the City when so assigned by the Mayor and City Council and meets, greets and deals with both the public and private business and government officials.
9. Performs other related duties as required.

Education and Training:

1. Graduation from recognized four-year college or university with a degree in Public Administration or related field.
2. Five (5) years of experience in municipal administration, of which three (3) years must have been in a supervisory capacity.
3. A Master's degree in Public or Business Administration may be substituted for up to one (1) year of required experience.

Knowledge and Abilities:

1. Knowledge of Municipal Government administration including budget development and procedures, policy analysis, personnel administration, planning and public works administration.
2. Ability to communicate clearly and concisely both verbally and in written form.
3. Working knowledge of research methods and techniques.
4. Ability to conduct a variety of technical management studies and prepare reports outlining problems and practical solutions.
5. Ability to effectively give instructions to subordinates and measure job performance.
6. Ability to deal effectively with the public and other employees using outstanding supervisory skills and public relations.
7. Good organizational skills and ability to correlate various programs and departments of the City.
8. Ability to plan and execute projects.
9. Must possess a valid Utah drivers license within thirty (30) days of hire.