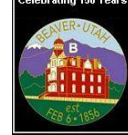


Beaver City

Job Description



Title:	City Manager/Zoning Administrator	Code:	100
Division:	Administration	Effective Date:	1/9/07
Department:	Administration	Last Revised:	7/14/25

GENERAL PURPOSE:

Performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city.

REPORTS TO:

Works under the direction of the mayor with guidance from the city council.

SUPERVISORY RESPONSIBILITY:

Provides broad policy guidance and direction to department heads related to operations, fiscal, and general management functions; offers close supervision for personnel of the finance and administrative department.

ESSENTIAL FUNCTIONS:

Operations & Management: Manages the day-to-day operations and internal affairs of the city; develops policies, procedures and processes as needed to implement the decisions of the governing body; performs and directs research on issues, policies, and political developments; advises and appraises governing body as required; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety; prepares and delivers annual reports.

As chief administrative officer, assumes responsibility for full and effective utilization of city personnel by establishing department objectives, priorities and standards; serves as final hiring authority for all non-exempt and most exempt city positions; makes recommendations for department head appointments; monitors human resource management activities; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments.

Directs the preparation and administration of the city's budget; submits budget and capital improvement programs to the mayor/council and department heads; monitors fiscal activity of the city to assure compliance with established budgets; updates governing body regarding ongoing financial status.

Coordinates city-wide management activities and facilitates implementation strategies; monitors program success to determine continuance or discontinuance; coordinates with department heads to implement change in city policy and processes; exercises broad decision-making authority daily on a variety of issues, including projects, purchasing, budgeting, zoning, and decisions related to power, sewer, and water systems.

Attends and/or conducts various city meetings; coordinates with the Mayor and Recorder to prepare city council meeting packet materials; attends city council meetings; advises city boards and commissions; advises the governing body regarding policy and administrative issues in carrying out their direction for the City; proposes alternatives and options; makes recommendations; solicits legal responses and positions from city attorney.

Serves as arbitrator or adjudicator of complaints filed against or between city employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

Coordinates the master planning, capital facilities planning, financial planning, and annual goal-setting process for the Mayor and Council.

Prepares staff information to ensure that the planning process is on target with community needs and priorities; directs the work of other staff and consultants to ensure that the governing body has the information it needs to evaluate long-term planning issues critical to the future of the city.

Represents the city as directed by the governing body; participates in intergovernmental consortia to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Public & Media Relations: Assists in preparing state-of-the-city reports for the Mayor and Council; issues public statements to the press and responds to questions from the press related to city management, policies, administrative decisions, etc.; coordinates public relations activities with the Mayor, Council, and City Attorney; exercises general supervision over public property under the jurisdiction of the city; performs related complex administrative and management duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - A. Graduation from an accredited college with a master's degree in business or public administration preferred.
 - AND
 - B. Five (5) years of progressively responsible experience in municipal management.
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices, and procedures; municipal organizations and department operations, including applicable laws and regulations; budgeting, accounting, and related statistical procedures; various revenue sources available to local governments, including state and federal sources. **Considerable knowledge** of state laws as they apply to city management practices, human resource management practices, and procedures.

Considerable skill in resolving disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.
3. Special Qualifications

Must be bondable.
4. Work Environment

The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing are required in the normal course of performing the job. Common eye, hand, and finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving. Periodic travel is required in the normal course of job performance.

***DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.**

I, _____, have reviewed the job description. Date: _____.