CITY of TRINIDAD, CALIFORNIA

JOB DESCRIPTION

CITY MANAGER

The CITY MANAGER is a professional administrative management position (exempt) employed by and responsible to the Trinidad City Council. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the Trinidad Employee Policies and Procedures Manual.

POSITION

The CITY MANAGER is a professional administrative management position that supervises all other City employees and the program functions of the City. Under policy direction of the Trinidad City Council, it is the CITY MANAGER'S responsibility to carry out the directions of the City Council and manage all functions of the City in a professional and efficient manner.

QUALIFICATIONS

Education and Experience:

1. Must hold a degree in Public Administration, Planning, Business Administration, Management, Organizational Development, or similar degree, OR

2. Demonstrate a minimum of five years of management or organizational leadership with a public agency.

Licenses and Certificates:

1. Valid California Driver's License, or the ability to get one if relocating.

Other Considerations:

1. Demonstrated ability to work under minimal direction;
2. Understanding of city management principles and practices;
3. Experience and understanding of municipal finance management;
4. Experience and understanding in general grantsmanship and the management and implementation of State and Federal grants programs;
5. Flexibility in work scheduling and the ability to periodically attend pre- or post-business hour meetings;
6. Strong public relations skills.

POSITION RESPONSIBILITIES

The CITY MANAGER will be expected to divide his/her time between the following prime functions:

1. Day-to-day management of the City;
2. Interaction with and support to the City Council members;
3. Fiscal management;
4. Personnel management and management of the City's contracted services;
5. Program and project management of grants and City capital improvement projects; and
6. Public relations.

Following is a listing of duties that are representative of the CITY MANAGER'S job responsibilities. Due to the fact that there are very few employees in Trinidad, and contract services need to be managed in terms of time and costs, the CITY MANAGER is a working (hands-on) position that is required to perform more tasks than are delegated.

Day-to-day management of the City:

Interact with Council, staff, and public;
Assist with the administration of facilities, equipment, and supplies;
Represent City at public and inter-agency meetings;
Coordination with legal counsel on legal issues and litigation;

Interaction with and support to the City Council members:

Prepare meeting agendas, reports, and packets;
Perform a variety of administrative research and technical assignments:
Prepare oral and written reports;
Primary staff to City Council meetings

Fiscal management:

Annual budget preparation;
Monthly and quarterly financial reporting;
Oversight of accounts payable, accounts receivable, and payroll.
Ongoing direction of investments and cash-flow management;
Annual liaison to the preparation of the Fiscal Audit;
City representative to PARSAC (insurance carrier) Board

Personnel management and management of the City's contracted services:

Supervision of all city employees;
Maintenance of all City personnel records;
Maintenance and updating of Personnel Policies and Procedures Manual;
Fiscal and work product management of contracted services (Legal, Planning, Engineering, Building Services, Accounting, Auditing)

Program and project management of grants and City capital improvement projects:

Grants research and application preparation;
Prepare or oversee grants management, including progress and final reports;
Prepare and manage construction or other work contracts;
Prepare or oversee financial reimbursement claims;
Maintenance of project records

Public relations:

Deal with citizen complaints and problems;
Interact as City's official media representative;
Author varied City correspondence:

The preceding description of position duties is not all inclusive. The Administrative Assistant must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

SUPERVISION AND AUTHORITY

The CITY MANAGER is employed, under contract, by the City of Trinidad. The CITY MANAGER serves at the pleasure of the City Council and is directly supervised by the City Council of the City of Trinidad.

The CITY MANAGER is generally authorized by the City Council to carry out the Council's policies, including the annually adopted budget.

PERFORMANCE REVIEW

The performance of the CITY MANAGER will be reviewed periodically (annually) on or about the person's anniversary date with the City. The content of this review will be the basis of salary adjustments, contract changes, or contract extensions. The review will be based on the City Council's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The CITY MANAGER is a contract employee. The salary and benefits included in the contract will be approved after a process of negotiation. A benefits package will be part of the negotiation, but at minimum offered benefits will be consistent with those offered to all employees as defined in the Employee Policy and Procedures Manual, unless declined in writing by the employee.

This job description may be amended from time to time to meet the changing needs of the City.

The City of Trinidad is an Affirmative Action/Equal Opportunity employer. Qualified women, minorities, disabled veterans, and physically challenged persons are strongly encouraged to apply.