



## CITY MANAGER

Pay Grade: [Click here to enter text.](#)

FLSA Status: E

EEO Code: 01

W/C Code: 8810

### GENERAL DESCRIPTION

An employee in this class is responsible to the City Commission for the efficient administration of all departments of the City government, unless otherwise specified by the City Charter. This is professional administrative work in the performance of all aspects of managerial expertise required to insure the effective conduct of all functions, business and services of the City. The City Manager shall be the Chief Executive of the City. He/she shall perform the duties of that office and be accountable therefore at all times to the Commission. This should be accomplished through effective leadership and delegation of responsibility and authority to the administrative officers of the City insuring always that their several official duties shall be carried out solely through the office of the City Manager.

### ESSENTIAL JOB FUNCTIONS

- Serves as the Chief Executive Officer of the City;
- Appoints all Department Directors and other City employees;
- Supervises and coordinates the work of the administrative officers and departments of the City;
- Prepares and submits to the Commission the annual budget of the City, together with supporting information in explanation thereof;
- Acts as Purchasing Agent for the City;
- Provides administrative direction and leadership to all City departments.
- Submits monthly and year-end financial reports to the City Commission;
- Initiates short and long range planning activities, including a five-year Capital improvement Program detailing the need, scope, probable cost and method of financing priority public improvements;
- Enforces all laws, ordinances and policies of the City;
- Requires periodic inspection of all municipal facilities to assure that proper operation, maintenance and security procedures are being followed;
- Exercises and performs such additional duties as the Commission may see fit to delegate, or as provided in the City Charter.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)

### QUALIFICATIONS

#### Knowledge/Skills/Abilities:

- Working knowledge of federal and state laws applicable to the City of North Port;
- Thorough knowledge of the City Charter and Ordinances;
- Ability to establish and maintain effective working relationships with the Commission, employees, developers, business persons, City Boards and the general public;
- Ability to verbally communicate concepts and ideas with the Commission, employees, other officials and the general public;
- Ability to verbally communicate concepts and ideas with the City Commission, employees, other officials and the general public.
- Ability to direct employees in accordance with effective supervisory procedures.

- Ability to prepare oral and written reports.
- Ability to understand and apply statistical charts, graphs and raw data to job-related requirements.
- Ability to analyze and evaluate data and to make statistical computations and evaluations. Knowledge of the principles and practices of all programming, budgeting and municipal finance elements.

Education and Experience:

A Bachelor's Degree in Public Administration, or related field, from an accredited college or university augmented by course work in municipal planning, civil engineering, public finance, community development, personnel/labor relations, or other related fields. A Master's Degree is preferred.

A minimum of five years' professional experience as a City or County Manager, or eight years of increasingly responsible related municipal experience.

(A comparable amount of training, education and/or experience may be substituted for the above qualifications.)

Licenses and Certifications:

Must possess a valid Florida driver's license.

**PHYSICAL REQUIREMENTS**

Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

(Occasional=1-3 Hrs; Frequent=3-5 Hrs; Constant=5-8 Hrs – Per Work Day)

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to risk of electrical shock and vibration. The employee rarely works in high, precarious places and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to low.

The work environment will vary from office work to responding and assisting incident command and safety functions at emergency scenes.

**EMERGENCY RESPONSE STATEMENT**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature,

with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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Reviewed by: [Employee Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_