

## CITY OF WALLA WALLA

### **CLASS TITLE: CITY MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the City Council, plan, organize, control and direct the operations of the City, providing support for the City Council, providing direction and vision for the organization and representing the City as its Chief Executive Officer; provide overall leadership and direction to the entire City government, implementing the policies of the City Council.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, control and direct the overall City government; direct Department Heads by providing overall priorities and objectives; monitor activities of the entire City organization and assure that City Council directives are properly implemented and monitored. *E*

Supervise and evaluate the performance of assigned staff; review personnel actions of the City; interview and select employees and approve transfers, reassignment, termination and disciplinary actions. *E*

Coordinate preparation of the City budget for council approval; provide for proper monitoring of the budget on an on-going basis. *E*

Provide direct support to the members of the City Council; assist council members with a variety of activities, providing leadership and information as requested; assist council members in drafting policies, facilitating the development of City plans, regulations and ordinances; attend Council meetings. *E*

Maintain close contact with community groups to represent the City of Walla Walla; develop community relations programs and policies; represent the City to neighboring jurisdictions, governmental bodies and the news media; meet with citizens to review and resolve customer service and other issues. *E*

Communicate with State and federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions. *E*

Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens. *E*

Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between City, State and County governments and private interests as issues arise. *E*

Provide leadership and direction in such areas as major projects and long range capital programs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

City organization, operations, policies and objectives.  
Principles and practices of administration, supervision and training.  
Budget preparation and control.  
Oral and written communication skills.  
Laws, rules and regulations related to assigned activities.  
Negotiation and public speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct the operations of the City.  
Provide direction, vision and leadership to City personnel.  
Supervise and evaluate personnel.  
Communicate effectively both orally and in writing with various groups of people.  
Negotiate formal and informal agreements between City, State and County governments and private interests.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Establish and maintain cooperative and effective working relationships with others.  
Accept and carry out responsibility for direction, control, and planning.  
Work courteously and tactfully with customers and employees.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration or a related field and eight years experience working in a government agency including at least four years in a responsible management position in municipal government.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Washington State driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Sitting for extended periods of time during meetings and work sessions; speaking to make presentations. September 26, 2012