

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>City Manager</u>
Sch & Grade	<u>Unclassified -Contract</u>
Class Code	<u>AA07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head Series</u>

**PRIMARY PURPOSE:**

As Chief Executive and Administrative Officer, is responsible for directing the overall operations of the City of Springfield and for executing all policies and programs authorized by City Council.

**SUPERVISION:**

Under the administrative direction of the City Council. The City Manager provides supervision and general direction to the City's Management Team including the Deputy and Assistant City Managers, department heads, Executive Assistant, and other assigned positions.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Serves as the Chief Executive and Administrative Officer of the City and is responsible to the City Council for the proper administration of all of the City's affairs.
2. Appoints and removes all officers and employees of the City except as otherwise provided in the City Charter, and except as the Manager may authorize the head of a department or office to appoint subordinates in such department or office.
3. Prepares and submits the City budget annually to the Council and is responsible for its administration after adoption.
4. Prepares and submits to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the year.
5. Keeps the Council advised of the financial condition of the City and makes recommendations concerning its future needs.
6. Attends all meetings of the Council and, insofar as possible, its committees except when the Council may be considering the Manager's removal.
7. Has the right to take part in discussions with Council but shall have no power to vote.
8. Enforces all laws and ordinances and sees that all contracts and franchises are faithfully performed.
9. Prescribes the powers, duties, and work schedules of officers and employees not otherwise prescribed by the City Charter or by ordinance.
10. Responsible for the direction and oversight of the City negotiation process for labor management relations.
11. May assign particular officers and employees to one or more of the departments.
12. May require an officer or employee to perform duties in two or more departments and may make such other rules and regulations as may be necessary or proper for the efficient and economical conduct of the business of the City.
13. Performs such other duties as may be prescribed by the City Charter or required of the City Manager by the City Council not inconsistent with the City Charter.

**IMPORTANT FUNCTIONS:**

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Public policy issues; intergovernmental relations; municipal financial management and fiscal policies.

**Abilities**

Effectively lead and manage city government; shape and implement policy; review and analyze a wide variety of information; deliver effective presentations; communicate effectively both verbally and in writing with all levels of city staff, city officials and citizens; manage, organize and direct the work of others and provide organizational leadership; deal effectively and courteously with city officials, city staff, and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the City Management Team in carrying out the City’s stated mission and philosophy.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s degree in Public Administration, Business Administration or related discipline plus ten years of responsible professional managerial work experience; or a Master’s degree in Public Administration, Business Administration or related discipline plus sever years of responsible professional managerial work experience. The City Manager shall be chosen by the City Council on the basis of executive and administrative qualifications with special preference to experience in and knowledge of municipal administrations, or similar organizations with elected legislative boards or commissions.

**Physical Requirements**

Tours facilities, attends grand openings, and participates in other public meetings and gatherings.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment.

**Licensing/Certification**

Certification as an ICMA Credentialed Manager within 12 months of appointment is preferred.

**Miscellaneous Requirements**

The Manager may or may not be a resident of the City or State at the time of selection but shall reside within the City during the entire tenure of office. Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment. The Manager shall be appointed for an indefinite term, subject to removal as provided in the City Charter, and shall devote full-time to the duties of the Office of City Manager. The Manager shall designate in writing, filed with the City Clerk, the Deputy City Manager, Assistant City Manager, or one of the department directors to perform the duties of the City Manager in the event of an absence or disability. If the Manager should fail to do so, the Council shall make such designation.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4106
<b>Comments:</b>	Updated Abilities	<b>Date:</b> March, 1990
<b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b>		
<b>Signature:</b> _____	<b>Date:</b> _____	