



Job Description
City Manager

Class Code:
010280

CITY OF RALEIGH NORTH CAROLINA
Established Date: September 4, 2020

SUMMARY:

This position is devoted to providing strategic direction and leadership oversight to City departments and functions as well as ensuring implementation of City Council goals, policies and achievement of performance expectations. Incumbent serves as the top executive officer of the City of Raleigh reporting to the City Council. Responsibilities include comprehensive management and leadership for the organization including policy guidance, development and interpretation, administration of programs, processes, functions, budget, and staff. Incumbent oversees and provides direct staff supervision of Assistant City Managers and other key staff for efficiency and effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties:

This position represents several core areas of responsibilities; specific position assignments will vary depending on the needs of the City and City Council.

- Oversees and provides direct staff supervision of Assistant City Managers and other key staff for efficiency and effectiveness.
- Directs and sets forth the strategic planning, development and implementation of programs and services within the financial framework and consistent with City Council priorities, policies, ordinances and regulations.
- Facilitates discussion with Council and senior management to review and evaluate organizational programs, priorities and issues; facilitates strategies to address issues, resolve problems and promote organizational effectiveness.
- Represents the City by providing presentations, information and organizational updates to the City Council, other agencies, public organizations, partnerships, community, businesses, media and the general public.
- Directs and leads the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; allocates resources in accordance with City Council goals.
- Prepares and submits annual budget recommendations and financial analysis for Council approval; communicates, implements, administers and ensures compliance with approved budget.

- Establishes working relationships with various communities and sets forth goals and develop outcome strategies based upon their needs, focus and emphasis of City Council.
- Assesses organizational needs and envisions critical strategies and opportunities to address them through staff, advocacy and support groups and City Council.
- Establishes and maintains a variety of systems to enhance communication and follow-through to ensure service needs are met and deliverables are provided timely.
- Exhibits creative balance of applying technical public administrative skills and expertise and strong social and community engagement competencies.
- Provides policy analysis and administrative staff assistance to the Mayor and City Council; and directs specific and comprehensive analyses of a wide range of municipal policies; prepares policy and procedural proposals for review and adoption by the City Council.
- Represents the City to elected and appointed officials of County, State, and Federal government and other outside agencies; explains and justifies City programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Attends a variety of City Council meetings and workshops; oversees the preparation of meeting agendas and supporting materials; presents staff recommendations; and responds to questions and direction from City Council.
- Participates with City Council in framing Council's vision, organizational values, and strategies for achieving community goals and needs.
- Represents and supports City Council with both individual and group discussions. Monitors the pending items list, and keeps City Council informed about projects and issues of importance to Council. Provides staff support for Council/Departmental issues, and provides liaison support as needed.
- By example, fosters a pro-active environment where all levels of staff anticipate, develop, and provide services valued by residents and those required by city ordinances and regulations.
- Ensures decisions relating to common resources are made in collaboration and in acknowledgment of their impact on the entire organization.
- Advocates City, Federal, State, and regional cooperation where opportunities exist to further the City's and region's goals.
- Coordinates organizational development, including workforce planning, and learning and development to meet current and projected needs.
- Plans and creates learning opportunities in partnership with employees by creating an environment conducive to learning at all levels.
- Performs other duties of a similar nature and level as assigned.

QUALIFICATIONS:

Education and Experience

Master's Degree in Public Administration, Government Operations, Business Management, or a similar program and 10+ years experience as a high-level municipal executive;

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

ADDITIONAL INFORMATION:

Knowledge of:

- Practices and methods of coaching and leading the work of others.
- Principles, practices and methods of public and business administration.
- Principles and practices of executive and strategic leadership.
- Advanced principles and practices of program administration and management.
- Principles, practices and methods of budgeting, procurement and human resource management.
- Best practices, trends and emerging technologies.
- Recent developments, current literature/trends, and sources of information in assigned field.
- Principles and applications of critical thinking and analysis.
- Principles and practices of budgeting and fiscal management; working knowledge of fund accounting.
- Principles and practices of intergovernmental relations.
- Conflict resolution and negotiation strategies.
- Principles and practices of strategic planning.
- Principles and techniques of effective oral presentations.
- Project management principles.
- Principles and practices of group facilitation and building consensus.
- Contract administration principles.
- Managing, supervising, evaluating and motivating staff.
- Directing the analysis, evaluation and interpretation of written materials and statistical data for reports and recommendations.
- Authoring and editing complex reports and documents.
- Facilitating group discussions and building consensus using persuasive reasoning.
- Exercising strategic and political acumen, tact and diplomacy.

- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

OTHER REQUIREMENTS:

ADA and Other Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Work is routinely performed in an indoor, office environment.

Note:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.