

**City of Florence**  
**City Manager**

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DEPARTMENT: City Manager's Office  
CLASSIFIED: Regular, Full-time  
DATE: June 2014

REPORTS TO: City Council  
POSITION STATUS: Exempt

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**PURPOSE OF POSITION:**

The City Manager is the Chief Executive Officer of the City of Florence. As Chief Executive Officer, the City Manager plans and directs the activities of all City departments through subordinate department directors and others in accordance with policies determined by the City Council. The City Manager performs the various duties outlined in the City of Florence Charter and acts as the City Budget Officer. This position is appointed by, serves at the pleasure of, and is responsible to the Mayor and City Council.

**ESSENTIAL JOB FUNCTIONS:**

Includes, but is not limited to, the following duties and responsibilities listed in no particular order.

***City Council Support***

- Provides professional advice to the City Council by recommending programs and services according to the changing needs of the City;
- Attends all meetings of the City Council unless excused by the Mayor;
- Develops and reinforces organizational goals as set by the City Council;
- Analyzes the need for, and prepares draft ordinances and policies that may be deemed necessary or desirable for the health, welfare, and safety of the City or for the improvement of services and makes appropriate recommendations to the Council for adoption;
- Submits to Council clear and detailed explanations of any proposed procedures which would involve either departure from established policy or the expenditure of substantial sums and abides by and supports the decision of the Council;
- Keeps the Mayor and Council informed on the affairs of the City, needs and issues by collecting, analyzing, summarizing and reporting information on the issues;
- Prepares monthly and annual reports regarding the affairs and departments of the City;
- Prepares and submits to Council recommendations relative to all matters requiring Council action, placing before Council such facts, information and reports as are available to ensure informed decision making;
- Is accessible to Council by responding to requests and answering questions from Councilors in a timely manner;
- Enforces all ordinances and sees that all terms or franchises, leases, contracts, permits, and privileges granted by the City are observed.

***Personnel Management***

- Reviews and provides final approval on hiring, discipline and terminations. Acts as lead negotiator in labor contract negotiations.
- Promotes and encourages a healthy staff environment by motivating, empowering, supporting, and considering staff input to implement team decisions;
- Evaluates those employees for whom the City Manager has responsibility, performs this duty in a timely manner and oversees completion of annual performance evaluations;
- Provides on-site management and supervision over employees and their work and organizes employee location and duties as appropriate in consultation with department heads;
- Organizes and supervises the departments to ensure appropriate staff levels to the end of obtaining the utmost efficiency of the City;
- Oversees and encourages the professional development of employees.

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***Fiscal Management***

- Develops and recommends fiscal policies for City operations and prepares and submits the annual budget and budget message to the Budget Committee in a timely manner;
- Oversees and manages the financial affairs of the City in a sound manner, ensuring potential sources of revenue are identified and that the City's expenses are consistent with the Council's objectives and direction;
- Reviews and approves departmental needs and estimates and monitors overall expenditures to ensure compliance with approved budget;
- Provides oversight on budget implementation by the Finance Director and Department Heads (scheduling expenditures, analyzing variances, anticipating short and long-term issues and initiating corrective actions to control budget management).

***Economic Development***

- Ability to assist Council and Community in developing a strategic approach to economic development;
- Experience in developing complex private and public-private development agreements;
- Understanding of private development needs and ability to steer those through the regulatory requirements of the City, County and State where possible.

***Community Relations***

- Ensures efficiency and effectiveness in delivery of services to all customers;
- Identifies and anticipates community service needs and confers with department heads and other staff to suggest new innovations or methods to improve the standard of service provided by the City;
- Promotes the flow of communication inside and outside the organization;
- Represents the City before the public and maintains, through cooperative leadership, both within and outside the City, a program of publicity and public relations to keep the public informed of the activities, needs and accomplishments of the City;
- Meets with private citizens and interest groups seeking information or bringing complaints and attempts to resolve problems tactfully and fairly;
- Attends meetings of community groups to explain City issues and projects and encourage citizen participation and support;
- Represents the City at the regional, state and federal levels; serves on boards and committees as approved by the Council;
- Attends all meetings of other governmental agencies at which matters pertaining to the City appear to be on the agenda or are expected to be raised, and stays informed of the meeting proceedings;
- Is accessible to the public by maintaining public office hours, or scheduling appointments with the public in a timely manner;
- Acts as liaison between the City Council and various service users, regulatory agencies, the public, media and others.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK.

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Employee is expected to follow all safety rules and procedures established for work areas. Employee is subject to the recruitment, hiring, and transfers provisions of the City of Florence Personnel Handbook.

**JOB QUALIFICATIONS:**

Includes, but is not limited to, the following skills, which are listed in no particular order of importance.

- Considerable knowledge of modern public administration theory, principles, and practices; working knowledge of municipal finance, land use planning, human resources, public safety, public works, and community development;
- Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs;
- Ability to prepare and analyze comprehensive reports; ability to maintain effective and efficient municipal systems and procedures; ability to effectively hire, train, evaluate, and supervise staff; ability to establish and maintain effective working relationships with employees and City officials;
- Proven demonstration of a high level of integrity and loyalty;
- Ability to communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from a college or university with a Bachelor's degree in public administration, political science, business management, or related field required. A Master's degree is preferred. Position requires five years of progressively responsible municipal government experience. Three years of successful performance as a city manager in a city similar, or greater, in size and complexity as Florence or Assistant City Manager or major department head in city of greater size and complexity preferred. Position will allow for any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment. Position requires some travel as it relates to training and conferences.

**WORKING CONDITIONS:** Usual office working conditions. The noise level is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:** Responsible for all City employees, directly or through subordinate department heads.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Council.