

JOB #20000 EXEMPT POSITION EFFECTIVE: 08/26/2021

CITY OF COCOA BEACH JOB DESCRIPTION

JOB TITLE: CITY MANAGER
CITY ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

The City Manager of Cocoa Beach shall be the Chief Executive and Administrative officer of the City for the Commission and shall be responsible for the direction and administration of all departments of the City Government which the City Commission has the authority to control. The City Manager shall hold office at the will of the City Commission and shall be entitled to such reasonable compensation for services as the City Commission may determine.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The City Manager shall have the following specific responsibilities and duties:

To direct and supervise the administration of all City offices, departments and agencies under the general control of the City Commission, subject to the general control and direction of the City Commission.

To transmit all the policies, orders, resolutions, and regulations of the City Commission to those concerned thereby; to oversee the faithful execution thereof; and from time to time to report to the City Commission as to the operation thereof.

To make plans for all meetings of the City Commission, including the preparation of an agenda, giving legal notice of special meetings, and specific notice to all persons expected to appear at all meetings, and to attend all meetings, regular and special, of the City Commission, unless excused. He or she shall from time to time recommend to the City Commission such measures for adoption as shall be deemed desirable in carrying out the administration, improvement and efficiency of City, and will ordinarily be expected to participate in all discussions and to present views on all matters coming before the Council.

The City Manager shall keep the City Commission informed of the operations of all the departments, and agencies of the City Government which the Council has the authority to control, and to make reports to the Council from time to time upon the affairs of the City and to keep them fully advised as to the financial condition of the City and its future financial needs.

After consultation with the appropriate Department director, appoint such subordinate officers, agents and employees for the general administration of City affairs, which positions and the compensation for such have heretofore been established by the City Commission. Department director appointments, suspensions and removals shall be made by the City Manager subject to the approval of the City Commission.

After consultation with the appropriate Department directors, the City Manager may remove such officers, agents and employees as he or she may appoint.

The City Manager is the point of responsibility for the City budget and shall represent the City Commission in conferring with all departments and agencies of the City Government in the evaluation of their personnel, operating and capital outlay needs before appropriations and annual budget requests are submitted to the Council and shall make such recommendations concerning the appropriations of funds as may be deemed desirable and appropriate.

The City Manager shall serve as agent of the City Commission in coordinating the responsibilities and duties of departments of the City Government.

The City Manager may prepare and recommend policies for adoption by the City Commission when the inauguration and development of such policies would tend to promote efficiency and economy in the City Government or would accomplish the attainment of a goal established by the City Commission.

ADDITIONAL JOB FUNCTIONS

The City Manager shall perform such other duties as may be assigned to him by the City Commission.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

EMERGENCY DECLARATION STATUS

Essential Employees may be required to work during an undeclared emergency and/or declared emergency. On an incident-by-incident basis, the employee's Department Head will make the determination as to who will be required to work.

STATEMENT OF POLICY OF ADMINISTRATIVE SERVICES

Inasmuch as the City Manager is responsible for the administration of all departments of the City Government which the City Commission has the authority to control, it is desirable and a prerequisite to the efficiency and operation of the City Government that the City Commission and the members thereof conduct and channel all administrative services of the City through the City Manager. This policy is not intended to imply that a member of the City Commission should feel restrained in making his or her own investigations of the City departments, functions and problems, nor dealing with the Press on such problems. It is important, however, that every member should refrain from transacting City administrative responsibilities except through the City Manager in the same manner as the City Manager should refrain from policy making. Good communication between the City

CITY MANAGER

Manager and the City Commission is the first requisite for the establishment and continuity of a good chain of operations in City Government.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree in Public or Business Administration, Urban Planning or a related field and a minimum of five years experience as a City/County Manager, an Assistant City Manager or other high level administration experience, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

City residency required within 6 months of employment commencing.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to concentrate on work related subjects for 12+ hours per day and to manage several unrelated problems. Must be physically able to operate a variety of office machinery and equipment including a computer, typewriter, copier, printer, facsimile machine, calculator, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants. Must be able to effectively communicate with individuals experiencing high degrees of stress.

Language Ability: Requires the ability to read literature, various types of reports, governmental records and studies and legal documents. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables simultaneously.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of

CITY MANAGER

algebra and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, geometry and statistical analysis.

Form/Spatial Aptitude: Requires the ability to visually inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the principles and practices of business or public administration as applied to municipal government. Has thorough knowledge of municipal government organization and functions. Has thorough knowledge of modern practices and principles of accounting and budgeting as applied to municipal government. Has considerable knowledge of the current literature, trends and developments in the field of municipal administration. Has considerable knowledge of the principles of organization and administration. Has considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Has general knowledge of standard research techniques, methods and procedures. Is able to make administrative decisions independently and in accordance with established laws, regulations and City policies and procedures. Is able to plan, direct and coordinate the work of other employees. Is able to work independently and to apply knowledge to a variety of situations. Is able to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution. Is able to coordinate programs and activities. Is able to effectively express ideas orally and in writing. Is able to make oral presentations before large groups of people. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

CITY MANAGER

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Excellent attendance and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to City Commission with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment. Provides appropriate and timely information to Council and understands what actions require policy enactment.

Cooperation: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Presides over and/or attends meetings, planning sessions and discussions. Implements work activity in accordance with priorities and estimated schedules. Maintain a calendar for meetings, deadlines and events.

Relationships with Others: Shares knowledge with supervisors and staff to benefit city operations. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the city and project a good organizational image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with Commission members, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of city operations. Knows and understands the expectations of the City and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of assigned projects and city operations. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving objectives. Oversees departments in

CITY MANAGER

organizing, arranging and allocating manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the City. Insures the City uses modern principles of strategic planning to assist City Council in setting policy strategies.

Organizing: Organizes work well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials in determining staffing requirements with respect to both technical and philosophical needs to meet goals and objectives of city operations.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Assists in auditing and controlling manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate in order to meet operational goals. Has confidence in staff to meet new or additional expectations. Delegates authority with responsibility.

Decision Making: Uses discretion and judgment in developing and recommending courses of action affecting the organization. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and recommend alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the organization. Employs imagination and creativity in the application of duties and responsibilities. Recommends changes in policy, programs and services to City Council.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff. Institutes participatory management programs throughout the City and develops mechanisms to ensure adequate information is provided to employees.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding City functions. Adheres to those policies in the discharge of duties and responsibilities.

Policy Formulation: Ensures compliance and recommends changes in operating philosophies and policies of the City and continually reviews policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices, and morale and performance. Works to see that established policies enhance same. Ensures that City Council receives timely information and recommendations for policy enactment.