

## **Position Summary**

The Managing Director shall serve as the chief administrative and operating officer of the City, responsible for the coordination and management of the day-to-day operations of municipal government. Acting under the direction of the Mayor, the Managing Director shall ensure that City departments operate efficiently and that the policies of the Mayor and legislation adopted by City Council are implemented effectively.

The Managing Director shall provide executive oversight of administrative departments and shall coordinate the development and implementation of municipal policies, programs, and operational initiatives.

## **Duties and Authority**

The Managing Director shall:

### **Executive Administration**

- Serve as the chief administrative officer of the City, responsible for the coordination of municipal operations.
- Supervise, coordinate, and direct the activities of all departments, bureaus, and offices under the jurisdiction of the Mayor, except as otherwise provided in the City Charter.
- Be responsible for the administration of the affairs of the City under the direction of the Mayor.
- Ensure that all laws, ordinances, resolutions of Council, and policies established by the Mayor are faithfully executed.

### **Departmental Oversight**

- Supervise and coordinate the work of department heads and senior government officials.
- Establish management systems to ensure coordination among departments and the efficient delivery of municipal services.
- Evaluate the performance of departments and recommend improvements in operations, staffing, and service delivery.

### **Budget and Fiscal Administration**

- Oversee the preparation of the annual operating and capital budgets, working with department heads, the Finance Department, and the Mayor.
- Present budget recommendations to the Mayor for submission to City Council.

- Administer the approved budget and ensure that expenditures comply with appropriations authorized by Council.
- Monitor departmental expenditures and fiscal performance to ensure sound financial management.

### **Personnel and Organizational Management**

- Coordinate personnel policies in accordance with civil service rules, collective bargaining agreements, applicable laws, and municipal policies.
- Work with department heads to recruit, develop, and retain a professional municipal workforce.
- Recommend changes to the organization of City government to improve efficiency and effectiveness.

### **Policy Implementation and Strategic Initiatives**

- Assist the Mayor in the development and implementation of municipal policies and strategic initiatives.
- Coordinate major cross-departmental initiatives and operational reforms.
- Provide leadership in implementing initiatives adopted by the Mayor and City Council.

### **Additional Duties**

- Perform such additional duties as may be assigned by the Mayor.
- Act on behalf of the Mayor when so designated.
- Act as the Mayor's designee in City Council interactions and labor relations.

### **Scope of Authority**

The Managing Director exercises executive authority over municipal operations and serves as the primary coordinator of City government departments. Department heads shall report to and be accountable to the Managing Director for operational performance unless otherwise specified by the City Charter.

### **Minimum Qualifications**

#### **Education and Experience:**

(A) Bachelor's degree in Public Administration, Business Administration, Political Science, Psychology, Finance, or a related field required. Master's degree preferred.

(B) Seven (7) to ten (10) years of progressively responsible executive or senior management experience in municipal, county, or similarly complex governmental or organizational operations.

(C) Demonstrated experience in the administration and coordination of multiple departments, including supervision of senior staff, implementation of executive policies, and oversight of daily governmental operations consistent with mayoral direction.

(D) Demonstrated experience in budget development and administration, including oversight of multi-million-dollar operating and capital budgets, financial controls, and long-range fiscal planning.

(E) Demonstrated experience working with elected officials, boards, and commissions, including policy implementation, public communication, and intergovernmental coordination.

(F) Demonstrated experience in organizational leadership, strategic planning, performance management, and process improvement in a complex environment.

(G) Equivalent combination of related education and experience.

**Necessary Knowledge, Skills and Abilities:**

(A) Knowledge of the principles and practices of public administration, including organizational management, budgeting, personnel administration, and operational oversight.

(B) Knowledge of the structure and functions of municipal government, including the relationship between the Mayor, City Council, and administrative departments as set forth in the Home Rule Charter.

(C) Knowledge of applicable Federal and State legislation, local ordinances, and administrative regulations governing municipal operations.

(D) Knowledge of public finance, including budget preparation, financial reporting, auditing practices, and fiscal management.

(E) Knowledge of human resource management and labor relations, including collective bargaining, employee supervision, and performance evaluation.

(F) Ability to administer and coordinate the activities of all administrative departments under the direction of the Mayor and in accordance with the Home Rule Charter.

(G) Ability to implement policies and priorities established by the Mayor, ensuring efficient, effective, and lawful delivery of City services.

(H) Ability to analyze complex administrative and operational issues, develop effective solutions, and make sound recommendations.

(I) Ability to establish and maintain effective relationships with employees, public officials, other governmental agencies, and the general public.

(J) Ability to plan, organize, and direct the work of professional, managerial, and administrative personnel.

(K) Ability to express oneself effectively orally and in writing, including public presentations and reports to elected officials.

(L) Skill in the use of computers, data systems, and job-related software applications.

(M) Ability to manage multiple priorities and respond effectively in high-pressure or politically sensitive situations.

### **SELECTION GUIDELINES**

Appointment will be made by the Mayor and candidate will be confirmed by council. Normal employment procedures will be followed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.