

CITY OF EMERYVILLE

CITY MANAGER

DEFINITION:

Appointed by, and serves at the pleasure of the City Council. The City Manager is the administrative head of the government of the City and is under the direction and control of the City Council. The City Manager is responsible to the City Council for the efficient and effective administration of all the affairs of the City, which are under his control. The City Council retains the sole power of being the legislative body for the City, and the duties and powers of the City Manager are expressly confined to the administration service to the City.

The City Manager is responsible to the City Council for the enforcement of all general laws, ordinances, policies and rules pertaining to the administration of the City government.

DESCRIPTION:

- 1) Attends all meetings of the Council, unless excused therefrom.
- 2) Keeps the Council advised at all times of the affairs and needs of the City, and makes reports annually, or more frequently if necessary.
- 3) Enforces all ordinances and all provisions of all franchises, leases, contracts, permits and privileges granted by the City.
- 4) General supervision of all departments for the purposes of obtaining the utmost efficiency and effectiveness.
- 5) Acts as Purchasing Agent for the City.
- 6) Responsible for preparing and submitting the annual budget and such required supporting reports and information as deemed necessary.
- 7) Supervises the operations of all City-owned utilities, as well as all City-owned property.
- 8) Participates in Council meeting discussions and makes recommendations.
- 9) Appoints, removes, promotes and demotes all officers and employees of the City.
- 10) Performs such other duties and exercises such other powers as may be delegated by ordinance or motion of the City Council.

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QUALIFICATIONS:

General: Must have responsible administrative experience with a minimum of five (5) years of municipal management experience. Training and/or experience in planning, personnel, engineering (public works), and finance, as well as practical experience in preparation of reports, budgets, contract administration and the scheduling of projects is desired.

Education: College degree in Public Administration Business Administration or related field. Advanced degree highly desirable.