

City of Calimesa

OFFICE OF HUMAN RESOURCES & RISK MANAGEMENT



City Manager Job Description

CITY MANAGER

Contract Position

DEPARTMENT: CITY MANAGER

FLSA STATUS: EXEMPT

REPORTS TO: CITY COUNCIL

DEFINITION

Under policy direction of the City Council, to plan, organize, coordinate and administer through management staff, all City functions and activities; to provide administrative guidance and coordinate the activities of department heads; to foster cooperative working relationships with civic groups, intergovernmental agencies and City staff; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The position has overall responsibility for policy development, economic development, program planning, fiscal management, administration and operation of all City functions, programs and activities. The incumbent is accountable for achieving Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner.

ESSENTIAL JOB FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:

- Collects information, performs research and technical functions necessary to compile background documents for formulation of the City's General Plan.
- Reviews applications for discretionary approval including site plan reviews, use permits, and variances.
- Reviews plans for compliance with City (general plan policies and tract maps, parcel maps, PME's) zoning and subdivision ordinances.
- Coordinates and performs evaluations and analysis pertaining to both the current City boundaries and within proposed spheres of influence and annexation areas.
- Presents reports and information to the General Plan Advisory Committee, Planning Commission and City Council regarding technical advanced planning issues and general plan formulation.
- Confers with personnel from other departments and other agencies to obtain information.
- Participates in the preparation and design of maps, charts, models, sketches and other graphic presentation.
- Provides information to the public at the counter and on the telephone.
- Performs related work as required.

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and theories of urban and regional planning.
- California Planning Law and California Environmental Quality Act (CEQA)
- Computers and electronic data processing
- The subdivision Map Act

ABILITY TO:

- Research and write an analytical staff report and make recommendations.
- Prepare maps, charges and graphic designs and similar materials
- To effectively compile and communicate numerical and statistical data.
- Work cooperatively with other departments, City officials, outside agencies, developers and citizens.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Three years of increasingly responsible experience, preferably in a municipal government or similar public agency setting and

Education – Bachelor’s degree from an accredited college or university with major course work in urban and regional planning or related field.

Special Requirements:

Possession of a valid California Class C driver’s license and good driving record.
Possession of a bachelor’s degree.
AICP Certification is desirable.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

06/23/2022