

## MANAGER

1. Chief Administrative Officer of the City and directly supervises department heads.
2. Manages all City government operations not otherwise specifically delegated by Council action.
3. Responsible for all hiring of City employees subject to personnel policies adopted by the Council.
4. Responsible for all evaluation and promotion of City employees "within track".
5. Responsible for all discipline of employees, including dismissal of employees subject to personnel policies adopted by the Council and consultation with legal counsel.
6. Exercises spending authority for line items approved in adopted budget. Exercises discretionary spending authority of not more than \$1,000.00 for unspecified expenditures with adopted funds. Refers contingency spending items to Council for approval.
7. Reports to the Council and any Executive Committee of the Council. The City Manager is accountable to the Council.
8. Supervises enforcement of all City ordinances in accordance with Council policies and priorities.
9. Participates in goal setting and long range planning.
10. Implements Council goals, priorities and policies.
11. In cooperation with department heads, prepares and proposes City budgets.
12. Responsible for inter-agency interactions and relations.
13. Makes recommendations to the Mayor for appointments.
14. Carries out duties delegated in the City Manager ordinance.
15. Seeks out economic and community development opportunities for Council review and action.