



Town of Hillsborough Positions Descriptions City Manager

Department: City Manager
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 08/03/00

GENERAL PURPOSE

Under the administrative direction of the City Council, performs high level administrative, technical and professional work in directing and managing the administration of city government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Oversees management of all departments, agencies and offices of the city to achieve goals within available resources;
- Provides leadership and direction in the development of short and long range plans;
- Communicates official plans, policies and procedures to staff and the general public;
- Performs cost control activities, monitoring revenues and expenditures to assure sound fiscal control;
- Prepares and administers operating and capital improvements budget requests;
- Prepares a variety of studies, reports and related information for decision-making purposes;
- Directs activities and evaluates performance of executive and professional staff;
- Appoints and removes all department heads and employees of the city;
- Executes documents as chief administrative officer;
- Advises the City Council about the affairs of the Town and recommends appropriate actions as necessary or expedient.

DESIRED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and seven (7) year of increasing responsible experience as a municipal administrator. A Masters degree is highly desirable. Considerable knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, public safety, and community development. Skill in preparing and administering municipal budgets; planning, directing and administering municipal programs. Ability to prepare and analyze comprehensive reports; execute projects to their completion; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, city officials and the public.

City Manager: _____ Date: _____