

**CITY OF WEBSTER GROVES, MISSOURI  
JOB DESCRIPTION**



|             |                     |                 |           |
|-------------|---------------------|-----------------|-----------|
| Title:      | <b>City Manager</b> | Employee Group: | Non-Union |
| Department: | Administration      | Pay Grade:      | Z         |
| Reports To: | City Council        | FLSA Status:    | Exempt    |

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**POSITION SUMMARY**

Under broad policy direction from the City Council, the City Manager serves as chief administrative officer for the City; provides leadership with the development and execution of the City's strategic vision; provides highly responsible and complex policy support to the Council; directs the work of executive level managers and reviews overall operational performance; and exercises budgetary and contractual control over revenue and expense for the City.

**ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Carries out the duties as outlined in City Charter 3.3.
2. Ensures enforcement of State laws, local ordinances, and other regulations pertaining to municipal operations.
3. Provides recommendations for the development of policy by the City Council.
4. Advises the City Council on major policy issues, reports on financial status and general operating conditions, and recommends legislation and policies required in the public interest.
5. Insures efficient and effective implementation of policy.
6. Directs and coordinates administration of all City government activities.
7. Appoints, and if necessary, removes any officer or employee in accordance with the City Code and Policy.
8. Directs the executive management team and aligns program and practices with the strategic plan, mission, vision, and goals.
9. Supervises, monitors and evaluates the work of department directors.
10. Establishes general direction and primary goals for operating departments and causes the development of related work plans, operating budgets and capital improvement plans; proposes the annual budget and promotes a sustainable budget approach in recommending expenditures and projecting revenue.
11. Responds to City Council inquiries regarding matters related to the City and ensures that Council directives are carried out.
12. Conducts research and procedural/administrative studies and prepares reports of proposed solutions or recommended courses of action.
13. Delegates responsibility to senior staff and monitors their performance.
14. Interacts frequently with elected officials, staff, citizens, and others to interpret and implement policy directives.
15. Responds to citizen inquiries and requests for service.
16. In conjunction with City Council, develops, monitors, and communicates the implementation phases

- of the City's strategic plans to ensure that long range goals and objectives are met.
17. Represents the City in discussions and negotiations with other governmental entities.
  18. Promotes and creates opportunities for economic development.
  19. Communicates with and responds to the media.
  20. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to elected officials and other interested parties.
  21. Represents the City at various functions such as marketing speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representative of the press, to establish goodwill and resolve/respond to issues.
  22. Performs other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

- Master's degree from an accredited college or university in Public Administration, Business, Finance, or related field.
- Minimum of ten (10) years of increasingly responsible public sector management experience, of which five (5) years is at an executive level, inclusive of executive level financial responsibilities.

## **REQUIRED JOB COMPETENCIES**

1. Knowledge of local government management and business theory, practice and administration in order to oversee the planning and implementation of all City functions; to prepare reports/analyses, policies and budgets.
2. Knowledge of governmental accounting and budgeting principles and practices.
3. Knowledge of leadership principles and practices, including goal setting and program budget development and implementation.
4. Knowledge of leadership and direction of staff and activities, either directly or through subordinate supervision.
5. Knowledge of methods and techniques of research, statistical analysis and report presentation.
6. Skill in analytics necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.
7. Skill in interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
8. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
17. Knowledge of administrative policies and procedures of the City.

18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.

- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.*

## EMPLOYEE ACKNOWLEDGMENT

*I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.*

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Employee Signature

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Date

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Employee Printed Name