

JOB DESCRIPTION

City Manager

Department: Administration

Division: Administration

Location: City Hall

Effective Date: 2026

Range: UNC

Status: Exempt

Physical Class: A

Last Revision: January 2004

General Purpose

Administrative head of the City. Makes all personnel appointments; ensures enforcement of laws and ordinances; exercises control over the department, attends all applicable meetings; represents the interests of the City; prepares the annual budget.

Essential Job Functions

Manages and supervises all departments, agencies, and offices of the town to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in developing short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads; makes presentations to Council, boards, commissions, civic groups, and the public.

Communicates official plans, policies, and procedures to staff and the public.

Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies and reports for related purposes.

Appoints and removes all department heads, officers, and employees of the city, except members of the council.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual City budget. Administers the City's adopted budget.

Advises the City Council on financial conditions and current and future city needs.

Attends meetings of the City Council, boards, and committees.

Peripheral Duties

Serves or covers departments in the department head's absence: public relations, media contact, citizen groups, and special interest groups.

Physical Demands

The physical demands described here are representative of those an employee must meet to perform the essential functions of this job successfully. An employee must meet these demands to perform the essential functions of this job successfully. An employee must successfully meet these demands to perform the vital functions of this job. An employee must be able to meet the physical requirements to perform the essential functions of this job. An employee must successfully meet these demands to perform the essential functions of this job. An employee must successfully meet these demands to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally bends, stoops, squats, crouches, climbs, reaches above shoulder height, and kneels. The employee is frequently required to sit, stand, walk, and drive. The employee must constantly talk, hear, and see.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Supervision Exercised

Exercises direct supervision of the City Clerk, Community & Economic Development Director, Deputy City Manager, Finance Director, Fire Chief, Police Chief, Public Works Director, and Tourism Director. In support of existing Boards, supervises the E911 Communications Director and the MREIC Executive Director. Exercises administrative direction over all department personnel by guiding and empowering subordinate supervisors.

Supervision Received

Works under the broad policy guidance of the City Council.

Knowledge and Ability

Knowledge of modern policies and practices of public administration; working knowledge of

municipal finance, human resources, public works, public safety, and community development;

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects through to completion; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, and the public; ability to administer a municipal government efficiently and effectively. Ability to solve problems that arise daily where solutions are not always present; analytical ability to evaluate, calculate, and connect interactions; communication skills and the ability to speak clearly, make presentations, listen, write professionally, read, and comprehend; ability to develop interpersonal skills and to relate to all groups and individuals.

Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs.

Special Requirements

Possession of a valid Missouri Motor vehicle operator's license and willingness to use own transportation in the course of performing required duties; personal motor vehicle liability insurance. Must be bondable. Must reside in Kirksville City limits. Must maintain confidentiality of protected personal information obtained in areas of responsibility.

Tools and Equipment Used

Computer, motor vehicle, and all other standard office equipment.

Work Environment

The work environment characteristics described here 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.

The employee may occasionally be exposed to extreme weather conditions. The noise level in the work environment is usually moderate, with a quiet office.

Minimum Qualifications

Graduation from an accredited college or university with a Master's degree in public administration, political science, or a closely related field, and five years of experience as a City Manager, Deputy City Manager, or Assistant City Manager position in a larger community.

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 the employee, and the employer's needs and job requirements may change.

City Manager