

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

**CLASS TITLE:** CITY MANAGER  
**DEPARTMENT:** CITY MANAGER'S OFFICE  
**REPORTS TO:** City Council

**CLASS CODE:**  
**FLSA STATUS:** EXEMPT  
**EMPLOYEE GROUP:** EXEC N/B

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*This classification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

This is an exempt appointed officer who functions under the direction of the City Council. The Council may appoint a City Manager to serve the Council upon such terms and conditions as are consistent with law, and the duties of the position as established by law and Council approved job description.

### **JOB SUMMARY**

Reports to the City Council and provides direction and general management to the overall efforts of the administration and operations of the municipal functions for the City of East Palo Alto. Receives assignments from City Council; initiates assignments in accordance with the City's Municipal Code requirements. Performs a variety of complex executive, administrative, supervisory and professional work in planning, coordinating and directing the activities of the City. Serves as the City Clerk and the Executive Director of the Redevelopment Agency and reports to the Redevelopment Agency Board of Directors. Has full authority to appoint, remove, and promote all appointed positions in the City, except the City Attorney who is the other classification that reports directly to City Council. Provide administrative and policy advice to City Council and other appointed officials of the City. Oversee assigned activities of all city departments. This is a Fair Labor Standards Act (FLSA) exempt classification.

### **DISTINGUISHING CHARACTERISTICS**

This is an at-will executive Council-appointed classification. The incumbent serves at the pleasure of the City Council.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

The City Manager is the administrative head of the government of the city. Subject to the direction and control of the City Council. He/she is responsible for the efficient administration of all the affairs of the city which are under his/her control. In addition to his/her general powers as administrative head and not as a limitation on them, the City Manager shall:

- A. Enforce the laws and ordinances of the city and see that the franchises, contracts, permits and privileges granted by the Council are faithfully observed;
- B. Control, order and give directions to all heads of departments and subordinate officers and employees of the city who are subject to removal by him/her;
- C. Appoint, remove, promote and demote each officer and employee of the city, excepting the city attorney and city auditor, subject to personnel ordinances, rules and regulations;
- D. Conduct studies and effect such administrative reorganization of offices, positions and units under his/her direction as are in the interest of efficient, effective and economical conduct of the city's business;
- E. Recommend to the council for adoption such measures and ordinances as he/she considers necessary;
- F. Attend all meetings of the council unless he/she is excused by the mayor individually or the council, except when his/her removal is under consideration;
- G. Keep the council advised at all times as to the financial condition and needs of the city;

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- H. Respond promptly to all requests by the city council for information and advice and see that all council instructions, orders and decisions are carried out promptly;
- I. Negotiate all contracts for services for which the city has service responsibility to its residents and desires to provide such service by contract. The contract shall be approved by the city council. After the council approves the contract, it shall be the duty of the city manager to administer the contract and determine that its provisions are carried out. The city manager shall report to the council at such times as the council may direct on the performance of the contractor;
- J. Prepare and submit the proposed annual budget and the proposed annual salary plan to the council for its approval;
- K. See that no expenditures are submitted or recommended to the council except on his/her approval or approval by his/her authorized representative. The city manager or his/her authorized representative is responsible for the purchase of all supplies for all the departments and divisions of the city;
- L. Make investigations into the affairs of the city and each department and division of it and each contract and its proper performance by the city. The city manager shall investigate all complaints of matters concerning the administration of the city government and of the service maintained by public utilities in the city;
- M. Exercise general supervision over all public buildings, public parks, and all other public property under the control and jurisdiction of the council;
- N. Perform such other duties and exercise such other powers as the city council delegates to him/her from time to time.
- O. The city manager, or his/her designee, is authorized to review and establish job specifications and minimum qualifications for positions authorized by the city council; to recruit and develop qualified persons for the service of the city; to prepare the competitive examination process in determining the qualifications of applicants; and to establish eligibility lists of persons who may be appointed to vacant positions.
- P. The city manager, or his/her designee, is authorized to publish or post notices of tests for positions in the competitive service; to receive applications therefor, to conduct and grade tests; to certify to the requesting department a list of all persons eligible for appointment in the appropriate position in the competitive service. Appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal, demotion or alleged violation of the personnel policies and procedures are handled by non-binding, advisory arbitration as set forth in the personnel policies and procedures. Except with regard to the city attorney, the city manager shall make the final decision regarding personnel management, including disciplinary appeals.
- Q. The city manager, or his/her designee, is further authorized to make recommendations to the city council on any proposed amendments or revisions to the personnel policies and procedures to assist in the efficient administration of the personnel system of the city.  
(Ord. 239 §§ 2-3, 1999; prior code § 2-3.107)

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principals and Practices of Municipal Government Administration and Operation
- Redevelopment Agency Administration and Operation
- California Brown Act and related open meeting requirements.
- California Fair Political Practices requirements including conflict of interest rules.
- Principals and procedures of government administration, procedures, terminology, and documentation.
- English language, grammar, spelling and punctuation.
- Principals and practices of effective customer service.
- Principles and practices of effectively managing and supervising employees.
- Principals and practices of governmental budgeting.
- Applicable federal, state, and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management/retention techniques.

- Municipal Codes, Ordinances, rules and procedures.

**Skills in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Public speaking.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, both orally and in writing.

**Ability to:**

- Establish and maintain effective working relationships with City Officials, employees, and the general public.
- Win the confidence and cooperation of others.
- Train and supervise subordinate personnel.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, correspondence and Staff Reports.
- Review and correct subordinates' written reports for clarity.
- Speak effectively before groups.
- Analyze situations effectively and adopt or recommend appropriate course of action.
- Define problems, collect data, establish facts and draw valid conclusions.
- Advise City Council, City Staff, City appointed commissions and boards.
- Promote teamwork among staff.
- Maintain discipline and the respect of subordinates and to lead and direct effectively.
- Perform the essential functions of the classification.
- Perform duties for periods longer than the normal eight-hour work day, or more than five days per week, or both when necessary.
- Pass a comprehensive background investigation, DOJ/FBI fingerprint clearance, and drug screening examination.
- Speak Spanish is desirable

**MINIMUM QUALIFICATIONS REQUIRED**

**Education:**

Possession of a Bachelor's Degree in Public Administration, Business Administration or related field; and

**Experience:**

Five (5) years experience as an Assistant City Manager, Department Head or top management experience in a small or medium-sized organization including responsibility for more than one functional department in local government; and

A proven record of successful budgetary and personnel management including some general management or chief executive responsibility in a labor intensive service-oriented organization, or

A proven record of successful community development management

**Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record.

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**DESIRED QUALIFICATIONS**

Master of Business Administration or Public Administration is preferred.

**MATERIAL AND EQUIPMENT USED**

General office equipment, computer, printer, vehicle, regular/mobile telephone, pager.

**PHYSICAL REQUIREMENTS**

While performing the essential Functions of this classification the employee is frequently required to stand, walk, and sit; reach with hands and arms, hold or otherwise work with hands; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 25 pounds, climb flights of stairs; sustained posture in a seated position for prolonged periods of time.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee is generally in an office setting; working conditions are typically quiet, but may be loud at times. Working time may require irregular hours.

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**NOTE:** *Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Classification Specification\City Manager  
Established: July 23, 2004  
Updated by City Council: 01/19/2010

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