

**City of Sebastopol  
Job Description**

**Job Title:** City Manager  
**Division:** Management  
**Department:** City Manager  
**Location:** City Hall  
**Shift:** As Required  
**Reports To:** City Council  
**Prepared By:** R. Puccinelli  
**Salary Level:** Contract  
**Approved By:** City Council  
**Approved Date:** 07/01/1999  
**FLSA Status:** Exempt

**SUMMARY**

Directs and coordinates administration of city government in accordance with policies determined by city council by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Appoints department heads and staff as provided by state law or local ordinance.

Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment.

Prepares annual budget and submits estimates to elected officials for approval.

Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.

Recommends zoning regulation controlling location and development of residential and commercial areas.

**SUPERVISORY RESPONSIBILITIES**

Manages five subordinate department heads who supervise a total of 90 to 100 employees in the Police Department, Fire Department, Public Works Department, Finance Department, and Planning Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Master's degree (M. A.) or equivalent and four to ten years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups, City Council, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California Driver's License is required.

**OTHER QUALIFICATIONS**

Should have basic familiarity with State of California law pertaining to local government.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully 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 is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 noise level in the work environment is usually moderate.