



**CITY OF BUNNELL**

<b>Job Title:</b>	City Manager	<b>Job Category:</b>	Executive
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	As Needed
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Salary, Exempt
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b> “The City Manager shall monitor, report on and make recommendations to the City Commission regarding the overall activities of the City such as, but not limited to, the City budget. The City Manager shall prepare a City budget and budgetary reports and deliver information to City personnel and the public regarding the fiscal state of the municipality. The City Manager shall supervise and manage all City employees and contractual personnel except for the City Attorney. The City Manager shall provide administrative oversight for all City departments and operations, aside from legal matters, and shall develop and maintain standards and policies across all City departments and direct internal City operations and external relations. The City Manager shall be responsible for addressing the concerns and requests of the citizens of Bunnell and bring such concerns to the City Commission for action as appropriate. The City Manager shall be responsible for implementing and overseeing City policies to ensure all procedural requirements are followed as required by controlling law. The City Manager shall be responsible for all aspects of intergovernmental relations and for bring appropriate matters before the City Commission for action. The City Manager shall ensure that each Member of the City Commission is equally briefed as to matters involving City government.”</p> <p><b>This position reports to Mayor and City Commissioners.</b></p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>• Responsible for budget management, department oversight, internal affairs and external relations</li> <li>• Monitor, report on and make recommendations regarding the city budget.</li> <li>• Work with the City Commission and heads of each department to make sure that city finances remain balanced</li> </ul>			



## CITY OF BUNNELL

- Prepare budget reports and deliver information to city leaders and the public regarding the fiscal state of the municipality
- Directs internal city operations and external relations
- Responsible for hearing the concerns and requests of the community and bringing them to the government
- Anticipate municipality needs and create programs to address them
- Responsible for implementing and overseeing policies to ensure all procedural requirements are followed. Based on research and community insight, they advise the city council and the mayor
- Represents the City's interests at federal, state, and regional meetings and conferences, as well as before state agencies, the Governor, and during legislative sessions
- Assists the City Council in the development of overall goals for the City of Bunnell, and develops and recommends qualitative and quantitative objectives for each major municipal program or department
- Develops, and submits for approval, an annual operating budget and a multi-year capital improvement schedule, as required, in order to maintain a sound fiscal position for the City.
- Oversees the development and implementation of short-term and longer-range programs and operational plans for achieving overall municipal goals Ensures key administrative staff establish and report on specific objectives for the programs or activities for which they are responsible.
- Provides periodic performance reports to the City Council in order to inform the Council of the City's progress in achieving overall goals and specific departmental objectives
- Provides the City Council with periodic financial status and forecast reports in order to inform the Council of revenue and expenditure needs.
- Develops, for approval, plans for maintaining an effective and efficient program of municipal operations, and structures the organization to most appropriately mobilize skills and resources to deliver services to the community, provide programs to meet community needs, and execute policy decisions of the Council.
- Assists in the development of municipal legislation required to meet the City's program and service needs and provides for the prompt execution of Council actions including enforcement of municipal laws and ordinances.
- Coordinates preparation of the City Council agendas with the City Clerk.
- Develops and maintains community support for the City's programs by periodically meeting with community leaders and the news media to discuss issues such as community relations, construction schedules, City finances, other problems, and opportunities for improvement.
- Appoints and removes all department heads and provides for the appointment of subordinate officers and employees of the City, subject to civil service procedures and collective bargaining agreements.
- Develops directly or provides for the development of management personnel to ensure that qualified replacements are available when key administrative staff leave or retire.
- Administers the City's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
- Administers the City's utilities including the electrical utility.
- Oversees the negotiation of labor contracts and agreements with employee associations and unions and administers the contracts subsequent to negotiation, including interpretation of the terms of the contracts.
- Informs the Council of programs and operational problems and seeks advice and council on possible solutions.
- Performs related duties as assigned.

### **KNOWLEDGE OF:**

- Principles and practices of city government management.
- Utilities management.
- City government structure, and functions; laws as they relate to city government.



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- Principles and practices of local government budgeting and financial administration.
- Principles and practices of personnel management including labor relations.

**ABILITY TO:**

- Work with diverse community groups.
- Establish effective working relationships with the City Commission.
- Establish organizational priorities.
- Develop, motivate, and manage senior staff assigned to the various operating programs of the City.
- Execute governmental projects and programs in accordance with the policy of the City Council.
- Relate City and governmental programs and policies to social, environmental, political, and economic changes and needs within the community.
- Communicate effectively verbally, often before groups, and in writing.

**Educational Requirements:**

- Candidates should possess a Bachelor’s Degree in Public Administration, Business Administration, or a related field

**Professional Licenses:**

Must possess a valid Florida Driver’s License

**Work Environment: Normal Work Environment**

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	