

**CITY OF KODIAK
JOB DESCRIPTION**

EXEMPT

POSITION TITLE:	City Manager
DEPARTMENT:	Executive
REPORTS TO:	City Council
SUPERVISES:	Directly supervises the department heads and through the department heads all City employees, with the exception of the City Clerk and the City Attorney
GENERAL FUNCTIONS:	The City Manager is the chief administrative officer and head of the administrative branch of the City government. The Manager is responsible to the Council for executing City laws and ordinances and administering the policies of the Council.

JOB SUMMARY:

The City Manager is appointed by the City Council and serves at its pleasure. The Manager is chosen solely on the basis of executive and administrative qualifications, is not subject to the Personnel Rules and Regulations, and receives the compensation set by the Council. During tenure of office, the Manager must be a resident of the City of Kodiak. The City Manager assists the City Council by providing information on policy and legislative decisions; maintains contact with the citizens of Kodiak to determine problems and provide information; and plans, organizes, directs, and coordinates the total function of City operations.

JOB FUNCTIONS:

1. Supervises the department heads (hires, terminates, evaluates, and directs) and prescribes work methods and procedures to be followed. Responsible for monitoring morale and performance.
2. Reviews the activities of the departments in relation to changing City requirements and implements any needed improvements.
3. Coordinates programs and planning with the department heads to make any necessary recommendations to the City Council for changes in policy.
4. Participates in coordinated activities with Federal, State, Borough, and other outside agencies.
5. Remains current with changes in Federal, State, and local laws, regulations, ordinances, and pending legislation affecting municipal operations.

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6. Prepares and presents the annual city budget to the City Council. Responsible to see that the actual expenditures are in accordance with the budget and to keep the Council advised as to the financial condition of the City.
7. Submits to the City Council a report at the end of each fiscal year on the finances and administrative activities of the City for the preceding year.
8. Serves as the Director of Emergency Services for the Kodiak Island Borough.
9. Develops and participates in community relations programs to explain the activities and functions of the City and to answer questions and investigate complaints from the public.
10. Attends all Council meetings and worksessions.
11. Has such other powers, duties, and functions as prescribed by the Kodiak City Charter and Code, and as the Council may direct.

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JOB SPECIFICATIONS

POSITION TITLE: City Manager

DEPARTMENT: Executive

SKILLS, KNOWLEDGE, AND ABILITIES:

Degree in Public Administration, or related field, or proven administrative abilities and a minimum of five years in a municipal government administrative capacity. The City Charter requires the Manager be chosen on the basis of executive and administrative qualifications and appointed by the City Council for an indefinite term by a majority vote of the whole. The Charter also requires the Manager to reside within the city limits of the City of Kodiak.

DECISION-MAKING RESPONSIBILITIES/AUTHORITY:

This position requires frequent exercise of independent judgment and initiative with little supervision received from the City Council. Overall responsibility for all City-owned property and facilities. Overall budgetary responsibility.

SUPERVISORY AUTHORITY:

Has direct supervisory responsibility of all department heads and overall responsibility for all City personnel and functions with the exception of the City Clerk and the City Attorney.

EXTERNAL VISIBILITY/CONTACT:

Frequent contact with Kodiak's public in community relations, as well as representing the City to Borough, State, and Federal organizations. Requires well-developed communication skills and courtesy in maintaining effective relationships with the City Council, other municipal officials, and the public.

WORKING CONDITIONS:

Office environment, out of office duties, and frequent attendance at City Council meetings held at night and other meetings held out of town.