



## City Manager

<b>Department:</b>	City Manager's Office	<b>Reports To:</b>	City Council
<b>Division:</b>	City Manager's Office	<b>FLSA Status:</b>	Exempt
<b>Pay Grade/Range:</b>	n/a	<b>Revision Date:</b>	10/31/2016

The City of Centennial is proud of its reputation for innovation and unique way of doing business. As a contract city with a small core staff of just 60 employees, we work closely as a team to serve a community of more than 107,000 in the south metro Denver area. The City is financially strong and debt free, with a focus on delivering the best possible service to our residents and businesses.

In 2014, Centennial was one of 12 U.S. cities to be chosen to participate in Bloomberg Philanthropies Innovation Teams program through a \$1.5 million grant. The team of four helps inject innovation into the City to better future mobility, transportation and more.

Centennial was recently ranked as the fourth Best Place to Live in America by USA Today and has been thriving since its 2001 incorporation. It is considered one of Colorado's safest cities and is now the tenth most populous municipality in the state.

### **GENERAL STATEMENT OF JOB**

Serves as the Chief Executive Officer of the City of Centennial and is responsible to the Mayor and City Council for the proper leadership and administration of all operations of the City, except the City Attorney's Office. Manages the City Government as prescribed by the City Charter. Collaborates with City Council in identifying and addressing strategic issues. Provides oversight and supervision to the leadership team of the City including the Assistant City Manager and department directors. Responsible for organization culture and ensures that operational practices reflect the philosophy of City Council.

The purpose of this job description is to generally set out the essential functions, knowledge, skills, abilities and requirements for the position of City Manager. To the extent there is any conflict between this job description and the Home Rule Charter, Centennial Municipal Code or an authorized employment agreement, the provisions of the Home Rule Charter, Centennial Municipal Code or Employment Agreement shall prevail.

### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential duties of the job and do not include other nonessential or peripheral duties that may be required. The City of Centennial retains the right to modify or change the essential and additional functions of the job at any time.*

- Works closely with the City Council and the executive team to define and accomplish established strategic goals and objectives and execute successful strategies.
- Plans, coordinates and directs the operation of City departments and programs; evaluates organizational issues and problems and facilitates strategies to address issues and problems to meet the overall goals of the City Council.

- Manages public and private-sector contractors providing essential services to the City (such as law enforcement and public works), reviews performance against Key Performance Metrics and negotiates contracts with providers to ensure cost-effective and high quality services.
- Presents the City's annual operating budget to the City Council for approval.
- Meets with and advises the City Council on matters related to City operations and policies, including the financial condition of the City.
- Keeps the Council apprised of emerging issues. Provides the best available information to assist City Council in their decision-making process. Recommends the adoption of such ordinances and resolutions as may be necessary for the efficient and effective operation of the City.
- Evaluates information and makes sound, well thought out recommendations to City Council.
- Overall responsibility for management of the personnel resources of the City, including to appoint, remove, promote, transfer, discipline or suspend all employees of the City.
- As directed by City Council, assumes an active leadership role on highly sensitive issues.
- Must be able to attend meetings or functions outside the normal business working hours.
- Communicates orally and in writing, with customers, the press, the general public, civic groups and City Council to solve concerns, answer questions and/or problems and present programs and information.
- Meets with members of the public on matters of relevance to the City; holds responsibility for inter-governmental relations with other cities, public and private organizations.
- May serve as a representative of the City and serves as liaison between the City and civic groups, private residents, the media, local, state and federal agencies and neighborhood organizations.
- Develop support systems that encourage cross-functional cooperation and support initiative taking. Assist in creation of a learning organization that encourages mentoring and professional development. Motivates and encourages self-direction and leadership skills for the executive team.
- Recommends legislation and policies required in the public interest.
- Performs such other duties as prescribed in the Charter, by ordinance, or by the City Council.
- Must be able to interact with others in a professional and positive manner.
- Requires regular and prompt attendance.
- Performs other duties as assigned.

*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 connected to the position.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Public administration principles, practices trends and developments.
- Basic laws, ordinances, regulations, municipal code, policies and procedures pertaining to municipal organization.
- Complex public policy issues.
- Intergovernmental relations.
- Federal, state, regional and local jurisdictional partnerships.
- Municipal financial management and fiscal policies.
- Microsoft Windows Office products.
- Superior written and verbal communication skills.
- Shape and implement policy direction.
- Listen, facilitate and synthesize multiple points of view.
- Respect for diversity and a demonstrated ability to work well with a wide range of people in the community.
- Prepare and mentor managers to assume broader leadership roles.

*The City of Centennial is an Equal Opportunity Employer*

- Maintain confidential information.
- Foster an organizational climate that attracts, retains and develops talent at all levels.
- Supervise, train and mentor employees, to include organizing, prioritizing and scheduling work assignments.
- Problem solve and use reason even when dealing with complex, confidential and sensitive topics.
- Build effective working relationships with City officials, co-workers, subordinates and the citizens.
- Communicate effectively, orally and in writing, with all levels of City staff, City officials and citizens.
- Provide objective analysis and realistic projections regarding City-wide and department planning.
- Lead the City in terms of planning, prioritizing, organizing, scheduling, delegating and the budgeting process.
- Work collaboratively with the executive team, elected officials, and City staff.
- Deal consistently, firmly and effectively with all employees and employee groups.
- Maintain superior performance levels while faced with limited personnel and fiscal resources.
- Develop and motivate personnel, delegate effectively and function well in a political decision-making process.
- Manage, organize and direct the work of others and provide organizational leadership.
- Develop and implement strategic business and operating plans.
- Synthesize complex and diverse information.
- Generate creative solutions.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

#### **Education:**

Bachelor's degree in public administration, business administration or related field. A master's degree or advanced course work in public or business administration or a closely related field is highly desirable.

#### **Experience:**

Experience with economic development issues, public-private partnerships, cooperative intergovernmental efforts and fiscally conservative management. Experience working with and effectively utilizing the talents of a skilled professional and technical staff and demonstrated strong leadership. Preferred experience includes demonstrated ability to deal with complex organizational and community issues.

#### **Licensure/Certification/Registration:**

Valid driver's license and good driving record.

### **REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS**

*Must be able to perform the essential functions of this job, with or without accommodation.*

#### **Physical Demands**

The person in this position must be able to remain in a stationary position 50% of the time; needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Occasionally moves office equipment weighing up to 10 pounds. The person in this position frequently communicates with Council members, staff, vendors, and residents; must be able to exchange accurate information in these situations. Must be able to identify Council members, staff, vendors, and residents, as applicable. Must be able to observe, assess, record, and interpret information.

**Work Environment**

Work is performed primarily in an office setting with in-person and telephone contacts and may involve frequent interruptions. Work will require attendance at evening and/or weekend meetings.

**Equipment Used/Required**

Frequently uses standard office equipment including personal computers, calculators and copy/fax machines.

**Expectation of All Employees**

Support the City's mission and values.

**Mission** – The City of Centennial is dedicated to providing a high quality of life, delivering superior customer service and achieving the highest professional standards. We strive to uphold our Mission by adhering to our organizational values.

**Values – How We Govern**

Efficient, Effective, Responsive, Accountable, and Innovative

**Values – How We Treat Each Other**

Respect, Integrity, Partnership, Trust, and Personal & Professional Development

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*