

Job Title: City Manager
FLSA Status: Exempt
Job Status: Fulltime/Light Duty – appointed by and working under the direction of the City Council pursuant to Chapter 2.48 of the Decorah City Code

Essential Duties Required:

- Supervise enforcement and execution of City Ordinances
- Attend all meetings of the Council
- Attend meetings of Board and Commissions as necessary
- Advises the Council on measures deemed necessary or expedient for efficient government and welfare of the City
- General supervision and direction of the administration of the city government and appoint with approval of the council such administrative assistants as shall be deemed advisable
- Establishes and reviews procedures so maximum services may be provided at a reasonable cost to the taxpayer.
- Oversee the performance of all contracts for work to be done for the City
- Work in conjunction with City Clerk, Tr. in the preparation and presentation of annual budget to the City Council
- Keep Council fully advised of the financial and other conditions of the city
- Develop and recommend long range and immediate plans to meet the demands and needs of the community for governmental services
- Preparation and maintenance of the Five-Year Capital Improvement Plan
- Prepare economic development plans and assist with economic development activities pursuant to City Council direction
- Establish and maintain effective working relationships with City Council, Board and Commissions, city staff, civic and special interest groups, general public and media representatives
- Development and enforcement of personnel policies as needed
- Development of administrative policies that will help the city operate in an efficient, professional manner
- Responsible for Labor Relations

Additional Duties Required:

- Responsible for interpretation and execution of the City Zoning Code in the Capacity of Zoning Administrator. Attendance at Board of Adjustment and Planning and Zoning Commission meetings.
- Perform other duties as directed by Council

Skills, Knowledge and Abilities Required:

- Complete knowledge of Iowa fund accounting and principles
- Complete knowledge of the principles and methods of public administration, public finance, urban planning and municipal government
- Ability to analyze difficult administrative problems and develop and present sound conclusions and recommendations
- Knowledge of zoning laws, applications of enforcement procedures and zoning practices
- Ability to make accurate revenue and expenditure estimates
- Ability to make clear and accurate decisions in times of emergencies and high stress situations.

Qualifications:

- Bachelor's Degree in public administration with five years experience in municipal government in an executive, management capacity.

- Minimum 16 hours of management, supervisory and/or personnel training mandatory annually as specified under the terms and conditions of established city policy
- Minimum 16 hours of job specific training mandated annually as specified under the terms and conditions of established city policy

Work Environment:

- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently.
- The Administrative Office is located in a handicapped accessible building being on one level. Work requires employee to move about a lot in the performance of his/her duties. Position may require sitting for long periods of time.
- Position will require occasional travel and work outside the office and participation in meetings as a representative of the City of Decorah.

The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Position subject to pre-employment drug testing and physical exam

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.

The City places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah