

City of Cordova Position Job Description

INTERIM CITY MANAGER

DEPARTMENT: ADMINISTRATION

SUPERVISOR: CITY COUNCIL

CLASSIFICATION: CONTRACT, EXEMPT, and CONFIDENTIAL POSITION

SUMMARY

Under supervision and general direction of the City Council serves as the Chief Executive Officer (CEO) and Administrative Officer for the city. Oversees the full complement of municipal operations and services to include: Public Works, Water and Sewer, Refuse, Parks and Recreation, Emergency Management, Finance, Harbor, Police & Fire, Library, Museum and Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Directs and administers all municipal operations in accordance with the Cordova Charter and applicable ordinances.
- Oversees department activities and personnel issues. Appoints, trains, disciplines, and removes, if necessary, all Department Heads.
- Assists the council in long- and short-term planning, vision and goal setting activities and initiatives.
- Prepares and manages the annual city budget as adopted by the council.
- Assists the council in developing and implementing economic development projects.
- Develops and oversees the annual Capital Improvements Program.
- Negotiates contracts, solicits, and administers grants in accordance with the council's direction.
- Monitors state and federal legislative activity that may affect the city. Keeps council abreast of areas of concern.
- Represents the City and City Council in municipal matters and concerns. Interfaces with state and federal government agencies, legislators, special interest groups and the public.
- Serves as the city's senior negotiating representative with and primary POC for all union matters.
- Serves as staff for all City Council meetings and assists the Mayor and the City Clerk in establishing agendas. Implements Council's decisions.
- Provides information to legislators regarding the city's position on legislative issues.
- Consults with city legal counsel regarding municipal, state and federal law.
- Attends meetings of city boards and commissions, as required.
- Is the City's primary interface with the Cordova Community Medical Center (CCMC) and Cordova School District.

MINIMUM QUALIFICATIONS

- A. A minimum of five years management in either public or private sector. Experience in personnel management of multiple staff personnel. Strong preference towards previous municipal management.
- B. Bachelor's degree desired. A minimum of five years management experience may be substituted for education.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Excellent verbal and written communication skills.
- B. Ability to communicate effectively with all levels of management, other City of Cordova personnel, the media and community members.
- C. Ability to understand and interpret Alaska municipal laws, municipal ordinances and federal and state government regulations.
- D. Ability to establish and maintain productive working relationships with others.
- E. Ability to resolve conflict amongst staff and between the city and government agencies, vendors, community groups, and individuals.
- F. Strong interpersonal skills, effective negotiation skills, and good public relation skills required.
- G. Knowledge of financial concepts.
- H. Strong written and verbal communication skills.
- I. Ability to prepare and make presentations to public groups on issues of concern.
- J. Strong attention to deadlines and budgetary guidelines.
- K. Ability to learn job related computer software and programs.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings are required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and

access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____