



CITY OF CHINO

City Manager

Definition:

Under policy direction of the City Council, manages the operations of the City of Chino and all City departments; assists the City Council in performing their role as representatives of the citizens of Chino; administers operational activities; and directs the City's management team.

Class Characteristics:

The City Manager heads the executive management staff, directing the management of all City departments, including Administration, Community Services, Community Development, Finance, Human Resources, Police, and Public Works. The City of Chino is a General Law City employing approximately 530 persons, serving a current population of approximately 83,000. The City Manager balances the needs of a five-member City Council and ensures that the goals of the City are met. The incumbent reports directly to the City Council and must be able to meet their needs as well as operationalize policies through a variety of subordinate department directors and managers.

Essential Functions:

- Enforce and administer the provisions, laws, and ordinances governing the City.
- Establish general administrative goals and objectives for the City and direct the preparation of related plans and procedures.
- Respond to City Council inquiries regarding matters related to the City and ensure that Council directives are carried out.
- Plan, coordinate, and direct the work of the City departments.
- Meet with and advise the City Council in the determination of policies and reports on financial status and general conditions of the City; recommend legislation and policies required in the public interest.
- Prepare and propose the annual budget, providing for a balancing of revenues and expenditures.
- Represent the City in a variety of meetings and public functions; confer with residents, businesses and other individuals, groups and outside agencies having interest or potential interest in City affairs; coordinate the general activities of the City government with other governmental and private agencies.
- Investigate complaints regarding the management of City departments; conduct or direct investigation into complaints, problems, and service levels; appoint and remove department directors and subordinate officers and employees; resolve public complaints.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, or a related field.

Experience:

- 5 years of progressively responsible administrative experience in the planning, organization, coordination, and administration of varied municipal activities.
- 10 years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Management theory and practice.
- Full service municipal organization and finance.
- Principles, practices, and techniques of supervision and disciplinary processes.

Considerable knowledge of:

- Operations typical of subordinate municipal services.
- Management of a positive employee relations program.
- Techniques for promoting economic development.
- Techniques of maintaining effective Council/staff and public/staff relations.

Ability to:

- Plan, direct, and coordinate City-wide programs and manage a City.
- Interpret complex regulations, laws, and guidelines.
- Establish and maintain effective relationships with the community at-large, the City Council, City departments, other public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Develop new policies impacting City-wide operations/procedures.
- Supervise the work of subordinate managers engaged in a variety of City services and occupational fields.
- Deal constructively with conflict and develop effective resolutions.
- Prepare and present complex reports on a variety of subjects.

- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Establish short-term and long-term plans to achieve a balanced budget.
- Represent the City effectively in a variety of meetings, including making presentations.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 12.

Link to description [here](#)

Employee Unit:

Executive Management

Revised: 7/1/2014

Replacing City Manager classification specification dated 12/8/2011.

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