|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | CITY MANAGER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a city manager consists of coordinating all municipal services in accordance with the guidelines established by the council. Responsibilities include: financial administration, enforcement of regulations and decisions of the city council, and ensure communication between the council and employees, citizens and organisations. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to monitor or assess performance of yourself, other individuals, or organisations to make improvements or take corrective action. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Initiative — Job requires a willingness to take on responsibilities and challenges. | | | | |
| TASKS: | | * Plan, organise and coordinate the municipal administrative activities; * Ensure the compliance of operations and services with the policies established by the city council, applicable laws and regulations; * Ensure communication between the city council, officers and employees; * Manage programmes and policies in human resources in compliance with the directives of the city council; * Develop and recommend annual and bi-annual budgets and business plans to the city council; * Prepare and manage operations, programme and service budgets; * Perform financial administration; budget implementation, vouchers and documentation; * Orient objectives, priorities and municipal services for the needs of the community; * Cooperate with the city council, public and private organisations on community-based projects; * Coordinate the preparation of reports; public policy, long-term plans for municipal services. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |