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| **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.
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| 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.
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| 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.
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| 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. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |