

**The City of La Quinta**  
**CLASS SPECIFICATION**  
**City Manager**

<u><b>CLASS SERIES</b></u>	<u><b>BAND/GRADE/SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
Management	F101	Exempt

**CLASS SUMMARY:**

This class is the third and top level in a three-level Management Series. Incumbent serves as the top executive officer of the City reporting to the Mayor and Council. Responsibilities include comprehensive management and leadership for the municipality including policy development and interpretation, administration of programs, process, functions, budget, and staff.

**DISTINGUISHING CHARACTERISTICS:**

Plans, organizes, coordinates and controls the day-to-day administration of the City; supervises department heads, acts as a liaison between the City, the citizenry and other public agencies.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Directs and participates in the development and implementation of the City's goals, objectives, policies and procedures; leads and executes organization/community-wide strategic planning and related initiatives.

Enforces laws and ordinances of the City; ensures that all franchises, contracts, permits and privileges granted by the City Council are observed.

Supervises, selects, trains, motivates and evaluates department directors; indirectly supervises City staff; assigns, plans and reviews work; promotes opportunities for career training; instructs staff in policies and procedures; conducts staff meetings and conferences.

Researches and analyzes data; assesses strengths and weaknesses in services levels, performance and financial status; confers with, and informs City staff about staff objectives, areas needing improvement and problem-solving; develops and implements policies and procedures.

Prepares and monitors the City budget; submits the proposed salary plan to the council for approval; keeps the City Council fully advised about the financial condition and needs of the City.

Attends and participates in City Council meetings unless excused by the Mayor individually or the City Council as a whole; except when the Council is considering removal of the manager; advises and responds to City Council and citizen inquiries and complaints; recommends City Council adoption of ordinances, policies and procedures.

Directs and oversees all purchasing activities of the City.

Acts as a representative of the City in numerous commissions, committees and boards; attends professional society meetings and otherwise networks with administrators from other cities.

**The City of La Quinta  
CLASS SPECIFICATION**

**City Manager**

Serves as the Emergency Operations Center Director during a declared emergency; may direct all agencies of the City government to utilize and employ City personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual or threatened damage due to the emergency.

Monitors compliance with state and federal employee laws and regulations; keeps informed about changes and developments affecting city management.

Exercises general supervision over all public buildings, parks and other public property under the control and jurisdiction of the City Council.

Performs other duties of a similar nature and level as assigned.

**TRAINING AND EXPERIENCE:**

Bachelor's degree and five (5) years related experience including progressively responsible management experience.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- California Driver's License may be required.

**KNOWLEDGE OF:**

- Public agency administration with particular reference to municipal administration;
- Basic laws, ordinances and regulations underlying the municipal corporation;
- Supervisory principles;
- Managerial principles;
- Business administration principles;
- Budgetary principles;
- Performance management/measurement principles;
- Applicable local, state and federal laws, rules and regulations;
- Research techniques and sources for available information;
- Recent developments, current literature/trends and sources of information in municipal management;
- Modern office equipment;
- Customer service principles and practices; and
- Contract preparation, administration and service evaluation.

**The City of La Quinta**  
**CLASS SPECIFICATION**  
**City Manager**

**SKILL IN:**

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Directing and managing a municipal corporation;
- Promoting staff development and motivation;
- Negotiating and conflict resolution;
- Council-manager relations;
- Exercising independent judgment within organizational and legal frameworks;
- Problem-solving, analysis and decision-making;
- Preparing complex reference materials, manuals, reports, rules, laws, regulations and other items;
- Applying local, state and federal laws, rules and regulations;
- Public speaking;
- Mathematical computations required for public budgeting, accounting and forecasting;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: sitting, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASS HISTORY INFORMATION:**

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT)  
Date: (1/2014)  
Revised by City of La Quinta (7/2014)