



City Manager *City of Goodland*

POSITION SUMMARY

The job duties of the City Manager include but are not limited to providing for the day-to-day operation of the City of Goodland as well as for long range planning, budgetary responsibility and implementation of the goals and policies of the City Commission.

ESSENTIAL FUNCTIONS

The following are the performance expectations of the City along with examples of how the expectation relates to the position of the City Manager. This is not an exhaustive list of job responsibilities and therefore, other duties may be assigned:

On-going Improvement

Job Knowledge & Effectiveness

Expectation to oversee the operations and management of Goodland:

- Provide effective municipal services through the coordination and direction of all city activities, finances, and personnel.
- Provide professional leadership in the management of Goodland.
- To act as liaison between the City and other governmental agencies, citizens, business and community groups.
- Research and implement where appropriate, projects and improvements to operations and facilities.
- Prepare and monitor annual City budget.
- Coordinate with City Commission and other planning meetings to provide input and information on major and minor changes that may occur.
- Implement City Commission initiatives.

Supports the operations of the department by:

- Demonstrating ability to plan, complete tasks and monitor results within established deadlines.
- Effectively applying knowledge to solve a range of problems.
- Following department policies on a consistent basis.
- Performing job responsibilities consistently, timely, cost-effectively, ensuring customer satisfaction.
- Making decisions regarding the efficient and cost-effective way to perform job responsibilities.
- Identifying and understanding issues, problems, and opportunities and taking action consistent with available facts and probable consequences.

- Adjusting to changing conditions; accepting new duties and responsibilities with a positive attitude.

Customer Focus

Demonstrates concern for satisfying customers:

- Assists citizens by answering questions, and explaining the responsibilities of the City.
- Responds accurately to general knowledge questions from the public.
- Maintains professional manner when a resident or customer has a complaint or problem.
- Respects the confidentiality of information or concerns shared by others.
- Is honest and forthright with people.

Demonstrates ability to develop, maintain, and strengthen partnerships with others inside and outside the organization:

- Establishing acceptable customer service guidelines for employees to adhere to.
- Assists residents in a respectful, friendly manner when approached with questions.
- Attempts to build relationships with people whose assistance, cooperation, and support may be needed.
- Recognizes the business concerns of others and attempts to foster City-Community partnerships.

Adaptability, Innovation & Continuous Learning

Demonstrates ability to support organizational changes needed to improve the organization's effectiveness;

- Initiating and implementing new methods, approaches or technologies.
- Works cooperatively with others to produce innovative solutions.
- Demonstrates openness to new organizational structures, procedures and technology.
- Weighs the costs, benefits, risks and chances for success in making a decision.
- Anticipates possible problems and develops contingency plans in advance.

Takes responsibility for one's own performance:

- Takes initiative and responsibility for ensuring continual updating of skills and education necessary for the position.
- Promptly notifies City Commission about any problems that affect his/her ability to accomplish planned goals.
- Takes responsibility for own mistakes does not blame others.

Honesty, Integrity & Respect

Fosters teamwork with coworkers; acts as a team leader; and develops and demonstrates interest in getting groups to learn to work together.

- Listens and responds constructively to other team members.
- Expresses disagreement constructively e.g., emphasizing points of agreement, suggesting alternatives that may be acceptable to the group.
- Treats all members of the team, department, City and Community with respect, ensuring cultural differences are respected.

- Ensuring that all work is performed equally among team members, each taking responsibility for jobs that may not be desirable duties.

Safety

Ensures that all activities are carried out in a safe manner; adhering to all City safety regulations:

- Ensures that the City's equipment is safely operated and driving laws are obeyed.
- Ensures all regulations pertaining to the safe use of equipment are understood and followed.
- Reports all accidents to the appropriate individual. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries.

POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Public Administration or related field.
- A Master's degree is desirable.
- Minimum of five (5) years of progressive City Manager experience.
- A valid Kansas motor vehicle operator's license.
- Good driving record.
- Must live within the city limits of Goodland or contiguous to it within 1-2 miles.

SKILLS AND ABILITIES

- Knowledge of municipal management, municipal government, programs, community problems, and decision-making process.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of statutory responsibilities in the State of Kansas.
- Knowledge of application process for state and federal grant programs.
- Knowledge of state and federal programs and decision-making processes.
- Knowledge of the principles of personnel administration.
- Ability to maintain a professional manner when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to respond to complaints and grievances.
- Ability to comprehend, retain and apply City and state policies and legislation, i.e. City ordinances, procedure manuals, etc.
- Ability to operate various types of equipment – standard office equipment, computer and related software.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement City policies and procedures; written instructions, general correspondence; Federal, State, City, and local regulations; SDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations.
- Ability to develop and implement an annual City budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 25 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Work is primarily in an office setting.

THE CITY OF GOODLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
