



City of Tempe

CITY MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	004	<i>FLSA Status:</i>	Exempt
<i>Department / Division:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$173,930
<i>Supervision Level:</i>	Appointed	<i>Salary / Hourly Maximum:</i>	\$234,805
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Officials and Administrator

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives policy direction from the City Council.
Exercises direct supervision over executive, administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight years of senior management experience in an urban city or county organization.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or degree related to the core functions of this position. Master's degree is preferred.
<i>License / Certification:</i>	None
<i>Additional:</i>	Residency within the City of Tempe is required and must be established within six months of appointment.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values to make Tempe the best place to live, work and play. To perform the duties of the chief administrative officer of the City and be responsible to the City Council for all affairs of the City. To develop, initiate and implement policy direction. To carry out all responsibilities and exercise authority within the City's values of people, integrity, respect, openness, creativity and quality.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Ensure compliance of all ordinances, provisions of the Charter and acts of the City Council subject to his/her direction and supervision;
- Work closely with City Council to define and accomplish strategic goals and objectives and execute successful business practices;
- Keep City Council fully advised as to the condition and needs of the City and make recommendations; maintain open and supportive relationships with the Mayor and City Council;
- Attend all City Council meetings, unless excused by the City Council; designate someone to represent him/her if excused;
- Direct, guide and supervise the administration of all departments and offices of the City, except those appointed by City Council;
- Communicate orally and in writing with the general public, the media, bargaining unit groups, external stakeholders and City Council to discuss concerns, answer questions, resolve problems and present programs and information;
- Direct and participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-budget-cycle adjustments; prepare and provide the City's annual operating budget to the City Council for approval;
- Facilitate and sustain positive labor relations;
- Select, train, motivate and evaluate personnel; create and maintain an organizational climate that attracts, retains and develops talent at all levels;
- Demonstrate a strong commitment to value diversity in the City; ensure a discrimination free workplace inclusive of race, color, creed, religion, gender, age disability, sexual orientation, familial status, and all other non-job related factors;
- Role model ethical conduct and set high standards of integrity;
- Advocate continuing education for staff to ensure effective training, development and succession planning;
- Ensure accountability throughout the City organization;
- Review regular and comprehensive management reports from all departments and divisions;
- Build relationships and effective networks with peers in neighboring communities; participate on a variety of boards and commissions; attend and participate in intergovernmental and professional groups and committees;
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects;

- Respond to and diplomatically resolve difficult and sensitive employee, resident and other stakeholder inquiries and complaints;
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 15, 1988

Revised March 2013 (Update purpose statement, essential functions, min qualifications, physical / mental activities, and competencies)