

# CITY OF MOAB JOB DESCRIPTION

**Job Title:** City Manager  
**Full-time, Exempt**

**Department:** Administration  
**Effective Date:** 1/8/21

## General Purpose

The City Manager is the Chief Administrative Officer of the City of Moab. This position performs a variety of professional, administrative, and managerial duties related to planning, directing and controlling the administrative processes necessary to carry out the effective operation of the City.

## Reporting Relationships

**Supervision Received:** The City Manager reports to the Mayor, and works under the broad policy guidance and direction of the governing body of the City of Moab.

**Supervision Exercised:** The City Manager is responsible for effective management and performance evaluation of all administrative personnel and contractors. The City Manager creates and maintains the organizational reporting structure of all city employees.

## Essential Functions

The City Manager:

- Oversees the day-to-day operations and internal affairs of the City;
- Participates in the formulation and recommendation of an annual budget for Council consideration;
- Recommends policies and procedures for Council consideration;
- Implements the policies, procedures and processes needed to effectuate the decisions of the City Council;
- Performs and directs research on issues, policies, and political developments;
- Advises and appraises the governing body as needed;
- Conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the City as needed to assure integrity of operations and prevent impropriety; and
- Exercises general supervision over public property under the jurisdiction of the City.

As the City's Chief Administrative Officer, the City Manager assumes responsibility for full and effective utilization of City personnel by:

- Establishing overall departmental objectives, priorities and standards;
- Serving as final hiring authority for all non-exempt and most exempt City positions;

- Acting as Personnel Director, including monitoring human resource management activities related to advancement, discipline, and discharge;
- Cultivating an inclusive work environment and fostering positive work morale with and between administrative staff; and
- Encouraging the flow of information and communication between administrative staff and the Mayor and City Council;
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The City Manager, together with the Finance Director, shall participate in the preparation and administration of the City's budget, including the capital improvement program and various internal service and enterprise funds.

The City Manager attends and/or conducts various City meetings; advises City boards and commissions; and attends and participates in City Council meetings. The City Manager keeps the Mayor and City Council apprised of any emergency existing in any city department, body, or other pressing health or safety threats to the community.

Frequently, the City Manager represents the City to other governmental agencies, community partners, and businesses. The City Manager participates in intergovernmental consortiums to establish mutual relationships and programs and facilitates interagency, intergovernmental and private enterprise programs and projects on a regular basis.

As needed, and with the assistance of the Communications Director, the City Manager develops status reports; issues public statements to the press and responds to questions from the press related to City government, and assumes responsibility for general public relations activities.

The City Manager works with the City Council to establish priorities for the state legislative sessions, and serves as the city representative overseeing all tentative legislative matters considered by the Utah Senate and House of Representatives that could impact the City of Moab. The City Manager manages the relationship with any contracted lobbyists, and, in partnership with the Mayor and City Council, builds and maintains positive working relationships with State Legislators.

The City Manager also serves as an arbitrator or adjudicator of complaints filed against or between City employees, departments, divisions, or services.

## **Minimum Qualifications**

Education and Experience:

- Graduation from an accredited college with a Master's degree in business or public administration or related field; and
- Five (5) years of progressively responsible experience in municipal management; or
- An equivalent combination of education and experience

## **Required Knowledge, Skills and Abilities**

Knowledge of:

- Municipal and fiscal accounting principles, practices and procedures;
- Municipal organizational structures and departmental operations including applicable laws and regulations;
- Budgeting, accounting, and various revenue sources available to local governments, including state and Federal sources;
- Goal setting, strategic planning, and project management;
- Performance management tools and practices to measure and provide feedback on employee productivity and effectiveness;
- HR management best practices, staff facilitation, and task delegation;
- Ethics in leadership generally, and specifically in Utah local governments; and
- Considerable knowledge of state laws as they apply to city management practices.

Required skills:

- Considerable skill in resolving disputes and complaints from the public;
- Ability to analyze budgets and strategize financial planning to make decisions;
- Ability to coordinate intra-governmental policy matters between the governing body and department heads;
- Ability to plan, organize, direct and supervise the work of professional and administrative subordinates;
- Ability to distill and explain complex financial and governmental concepts to non-experts by simplifying and organizing information and using clear and succinct language;
- Communicate effectively orally and in writing; and
- Establish and maintain effective working relationships with the Mayor and City Council, department heads, inter/intra government commissions and committees, intergovernmental agencies, employees and the public.

## **Work Environment and Physical Demands**

The City Manager normally works in a safe, climate-controlled environment. Tasks may entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing are essential to performing job requirements. Common eye, hand and finger dexterity is required for most essential functions.

While performing the duties of this job, the City Manager will use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with the city council and mayor, city staff, customers, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

## **Selection Guidelines**

A formal application and résumé is required; finalists will interview with the appropriate hiring authority as designated by the city council. Applicant must pass a pre-employment drug test and background check, and upon employment, must possess a valid Utah driver's license.