



**REPORTS TO:** City Council  
**CLASSIFICATION:** Full-time regular  
**DATE APPROVED:** January 08, 2019

**DEPARTMENT:** City Manager's Office  
**FLSA STATUS:** Exempt  
**REVISION DATE:** February 12, 2019

### **JOB SUMMARY:**

The City Manager is the Chief Administrative Officer of the City government. This is a high-level executive management position responsible for directing and supervising the operations of the City. Work involves managing and supervising all City departments to achieve goals using available resources. Responsibilities include fiscal administration, providing leadership and direction in the development of short- and long-range plans, advising the Mayor and City Council of financial conditions and future needs of the City, and monitoring and ensuring government best practices and compliance with laws and regulations.

### **POSITION CONTEXT:**

The City Manager is an administrative position, directly and solely responsible to the Mayor and City Council. The position is a full-time exempt position requiring extensive overtime. The City Manager is responsible for the oversight of every employee and activity within the City of Hampton. The City Manager will directly supervise all Department Directors and the Executive Assistant. The position may require periodic travel to attend meetings and/or events, outside of regular business hours including weekends and evenings, to promote the City's interest. The City Manager requires the ability to handle confidential and sensitive situations with a variety of community actors in a diplomatic and professional manner.

### **ESSENTIAL FUNCTIONS:**

- Manages activities of City departments by assigning priorities and objectives to department heads and staff. Reviews and approves management reports regarding department activities.
- Ensures City operations are performed within available resources in an effective and efficient manner.
- Responsible for the preparation of the City's annual budget, prepare relevant information to be submitted to Council, and responsible for budget administration after its adoption.
- Provides leadership and direction in the development of short-and-long range plans, gathers, interprets data and prepare reports and recommendation for Mayor and City Council.
- Prepares press releases, provides reports and information to media outlets as appropriate.
- Administer and enforcers policies and programs as approved by the Mayor and Council by directing departments in the procedures necessary for implementation.
- Ensures City ordinances, resolutions as executed and enforced.
- Provides professional advice and recommendations to Mayor and City Council verbally and in writing.
- Communicates official policies and procedures to staff and general public.
- Manages the City budget, monitors revenues and expenditures and ensure City operations are performed within sound fiscal accountability.
- Advises the Mayor and City Council of financial conditions, current trends and future needs.
- Prepares a variety of studies, reports, and related information for decision-making process.
- Determines work procedures, evaluates workflow, in the constant pursue to improve efficiency and effectiveness in the delivery of City services.

- Supervises and evaluates all Department heads. Act as the appointing and removing authority for all other city employees.
- Ensures all operations are performed according to City policies, procedures, ordinances as well as according to Federal, State, and local laws.
- Investigates the affairs of the City and any department or division thereof, investigate all complaints in relation to matters concerning the governance of the City and regarding delivery of public services.
- Ensures all franchises, permits and privileges granted by the City are faithfully observed.
- Acts as liaison between Mayor/City Council and the public by responding to inquiries and resolving conflict.
- Attends City Council meetings.
- Attends local, regional, and state meetings regarding policies and issues that impact the City.
- Represents the City, Mayor and City Council at various meetings and social functions as needed.
- Serves as liaison to City Boards and communicates directives and addresses issues with City Council.
- Stays current and abreast of best practices in public administration through pursuit of continue professional development.
- Any other duties as defined by City Code Section 2-120(d) *Power and duties of the city manager*.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Advanced knowledge of the principles of governmental organization and municipal government.
- Knowledge of modern policies and practices of municipal government.
- Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operation and ability to make detailed decisions in accordance with such laws and procedures.
- Knowledge of economic development with the ability to leverage state and federal funds, strategize creatively regarding redevelopment options, structure incentive packages and provide appropriate oversight of municipal regulatory processes ensuring an efficient permitting process.
- Ability to develop an effective, collaborative working relationship with the Mayor, City Council and department heads.
- Strong leadership and management skills with the ability to establish working relationships with staff at all levels of the organization.
- Ability to form key partnerships with other units of government.
- Strong written and oral communication skills with the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences and to prepare and analyze comprehensive reports and memoranda.
- Ability to understand and follow complex oral and written instructions and present ideas orally and in writing.
- Ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state, federal and regional organizations.
- Knowledge of process improvement and in the evaluation of municipal services ensuring high-quality services are offered in a cost-effective manner.
- Knowledge of functions and activities of all City departments.
- Advanced knowledge of governmental budgeting and financial practices.
- Skilled in providing responsive advice to Mayor and City Council.
- Advanced organizational and time management skills.
- Ability to handle confidential/sensitive matters in a professional manner

- Ability to work under pressure with constant interruptions and within short timeframes.
- Ability to exercise good judgment, initiative, and closure.
- Ability to motivate and effectively supervise staff members.

**MINIMUM QUALIFICATIONS:**

## Education:

- Bachelor's degree from an accredited college or university in Public Administration or related field.
- Master's degree is preferred.
- Valid driver's license required.

## Experience:

- Minimum of 10 years of progressively responsible professional experience with a City or County with supervisory experience in operations, management, personnel, and finance.
- Minimum of 2 years of prior experience as City Manager preferred.
- Demonstrated ability to develop effective working relationships based upon respect, trust and confidence.
- A proven record in effective service delivery, financial management, creative problem solving and understanding the complexities and challenges of municipal budgeting in an environment of increasing expenses and decreasing revenues.
- Approachable, welcoming style with the community and staff is essential.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Duties are performed primarily in an office setting with prolonged periods of sitting. The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, etc.
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls such as computer keyboard, scissors, paper cutter, and other office equipment. The employee is regularly required to reach with hands and arms and talk or hear on the phone or in person. The employee is occasionally required to stoop, kneel, or crouch to reach lower level file drawers.
- The employee must occasionally lift and/or move boxes of files or paper up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must be available and present for work as scheduled.
- This position will require occasional travel.
- This position will have frequent contact with others.
- Frequently, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.

**EQUIPMENT USED:**

- General office equipment including desktop and laptop computer, scanner, printer, copier and telephone.

**ADDITIONAL INFORMATION (SPECIAL REQUIREMENTS):**

- This position requires the ability to work outside of normal business hours including evenings, weekends, and holidays as necessary.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.*