

RESOLUTION NO. 70/2022

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
ADOPTING THE REVISED JOB DESCRIPTION OF TOWN MANAGER**

WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create and regularly review and update position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to revise the Job Description of Town Manager to reflect the current role, essential duties and responsibilities, and minimum qualifications for this executive level position.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby Adopt the revised Job Description of Town Manager attached hereto and incorporated herein by reference as though fully set forth.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and regularly adopted by the Town of Corte Madera of Marin County at a regular meeting thereof held on December 20, 2022, to wit:

AYES: Councilmembers: Beckman, Casissa, Lee, Ravasio, Thomas
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

APPROVED:

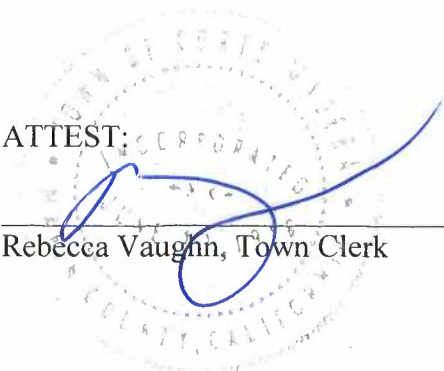


Charles Lee, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk



**TOWN OF CORTE MADERA
TOWN MANAGER**

DEFINITION

Under policy direction, to plan, direct, manage, coordinate, and review the activities and operations of the Town of Corte Madera; to recommend policy to the Town Council and ensure that Council policies are carried out; and to provide highly responsible and complex administrative support to the Town Council.

DISTINGUISHING CHARACTERISTICS

Work is accomplished within a broad framework, under policy direction and guidelines provided by the Town Council. Incumbent has responsibility for planning, developing, directing, and approving functions and activities as well as executing policy as head of the organization with ultimate authoritative decision-making for the entire organization. An employee in this classification is responsible for performing the statutory duties of Town Manager as provided in the Municipal Code. Incumbent is required to coordinate work with a multitude of other departments/agencies within and outside the Town.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management and Town staff, including, but not limited to, department directors and staff assigned to the Town Managers office and administration department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop, plan, direct and implement goals and objectives for the Town; recommend and administer policies and procedures.

Implement directives and policy from the Town Council; provide regular progress reports and periodic reports on the status of goals and objectives that are established by the Council.

Meet and coordinate with Department Directors in order to coordinate and direct programs and projects; assign projects and programmatic areas of responsibility; meet with Department Directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensure the successful completion of programs, initiatives and projects.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Provide highly responsible administrative staff assistance to the Town Council; conduct specific and comprehensive analyses on a wide range of municipal policies, procedures, and issues including organizational, administrative, management, funding, policy, or procedural issues; research, analyze, present, and implement recommendations; evaluate recommended changes on organization, policy, and procedures.

Meet and confer with individual and groups of citizens; explain, analyze and interpret Town programs, policies, and activities; review and respond to Town Council member and citizen requests for service and complaints; negotiate and resolve sensitive, significant, and controversial issues.

Develop, coordinate, administer, and monitor the Town budget; direct the forecast of additional funds; review and control programs and projects to ensure cost effectiveness; prepare mid-year budget modifications; present budget reports to the Town Council; keep Town Council advised of financial conditions.

Prepare and coordinate long-term plans of capital improvements with plans for their financing.

Assume line responsibility for specific programs, projects, functions, and departments; select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Negotiate contracts and agreements; coordinate with legal staff and representatives of Town departments to determine the Town's needs and requirements for contractual services; administer contracts.

Prepare materials for and assist in the preparation of Town Council agendas; attend Council meetings and present material; review minutes of meetings.

Serve as the Town's Personnel Officer; coordinate salary negotiations; serve as final step in grievance appeal process.

Review claims filed against the Town; approve or recommend Council action.

Participate on and represent the Town to a variety of Joint Powers Authorities (JPA's), committees, commissions, meetings, hearings, and other functions; conduct and present a variety of research and special project; lobby legislators and other agencies.

Attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.

OTHER JOB RELATED DUTIES

Perform work as a designated Disaster Service Worker as required of all public employees per California Government Code 3100-3109 during natural and manmade disasters.

Perform all duties as may be prescribed in the Town's Municipal Code or by Town Council actions.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of public administration, methods and procedures.

Current social, political, and economic trends and operating problems of municipal government.

Operational characteristics, services, and activities of a municipal operation.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal government budget preparation and administration.

Principles of personnel management including supervision, training, workforce planning and performance evaluation.

Research and reporting methods, techniques, and procedures.

Sources of information related to a broad range of municipal programs, services, and administration.

Pertinent Federal, State and local laws, codes, and regulations,

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Provide administrative, ethical and professional leadership and direction for the Town.

Effectively administer a variety of Town-wide programs and administrative activities.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient municipal services.

Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Identify and respond to community and Town Council members issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Interpret and apply Town policies and procedures as well as Federal, State and local policies, procedures, laws and regulations.

Effectively and fairly negotiate appropriate solutions, agreements and contracts.

Appraise situations and people accurately and quickly formulate and adopt an effective course of action.

Gain cooperation through discussion and persuasion.

Develop, administer, coordinate, and monitor the municipal budget.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including Town and other government officials, community groups, the general public, and media representatives.

Serve effectively as the administrative agent of the Town Council.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of increasingly responsible administrative experience in municipal government involving the development, evaluation, and recommendation of services and policies including three to five years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Master's degree is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; may require the ability to operate a motor vehicle to travel to different sites and locations.

Effective Date: May, 1997

Revision Date: December 20, 2022

Council Approval: Res. No. 2990, September 1, 1998

Res. No. 70/2022, December 20, 2022

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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