



City of Casa Grande

City Manager

GENERAL PURPOSE: Per City Charter, performs a variety of highly complex supervisory, professional, administrative and technical work as the chief administrative officer and head of the administrative branch of the city government.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the chief administrative officer and head of the administrative branch of the city government.
- Responsible for the proper administration of all affairs of the city.
- Attends all meetings of the city council.
- Sees that ordinances are enforced and the provisions of all franchises, leases, contracts, permits and privileges granted by the city are observed.
- Appoints, lays-off, suspends, transfers, demotes or removes any department director, officer or employee of the city subject to the provisions of the city's personnel policies.
- Prepares the annual budget and is responsible for the administration of the budget after adoption by the mayor and city council.
- Keeps the mayor and council advised of the affairs and the needs of the city and makes reports of all the affairs of the city as appropriate.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Has direct supervisory responsibility over the city department directors, and all city employees through the department directors, except the city attorney and the city judge who are appointed by the city council.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree in relevant field and five years experience as an Assistant or City Manager in comparable size city, and/or as may be prescribed by the council. Credentialed City Manager certification is highly desirable.

Necessary Knowledge, Skills and Abilities:

- Those areas of knowledge, skills and abilities as may be prescribed by the city council. The city manager shall be chosen on the basis of executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office.

Special Requirements: Must possess State of Arizona Driver's license.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.