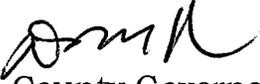


January 22, 2016

MEMO TO: CG-1(3) File

F R O M: Tony Takitani, Chair   
Special Committee on County Governance

SUBJECT: **TRANSMITTAL OF DOCUMENTS RELATING TO FORMS OF  
COUNTY GOVERNANCE** (CG-1(3))

The attached documents pertain to Item 1(3) on the Special Committee's agenda.

cg:ltr:001(3)amc01:kcw

Attachments

2016 JAN 22 PM 2:06  
OFFICE OF THE  
COUNTY COUNCIL

RECEIVED

# City of Grass Valley JOB DESCRIPTION



## City Manager

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**Title:** City Manager

**Summary of Job Purpose:**

The City Manager is an executive management level classification, under general policy guidance from the City Council and directly accountable to the City Council. The City Manager plans, organizes, integrates, directs, administers, fiscally controls, reviews and evaluates the activities, operations, programs and services of the City of Grass Valley; serves as the top appointed executive in the City, responsible for carrying out policies and programs determined by the elected City Council; ensures development and execution of the City's annual budget, goals and work plans; represents the City's interests with other levels and agencies of government; effectively serves the needs of the community at large and business interests, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

**Supervision Received and Exercised:**

Direction is provided by the City Council and appointed by the City Council. Responsibilities include the direct and indirect supervision of executive service, managerial, professional, technical, contracting and clerical personnel.

**Essential Functions (Illustrative Only):**

The duties listed below are intended only as illustrative of the various types of work that may be performed.

1. Prepares and submits to the City Council semi-annual reports of financial and administrative activities.
2. Keeps the Council advised of financial conditions, programs progress, and present and future needs of the City.
3. Directs the development, presentation and administration of the City budget and oversees the financial revenues and expenditures.

This Job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The city of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

4. Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure the operations and services comply with the policies and direction set by the City Council, and with all applicable laws and regulations.
5. Plans and evaluates management staff performance, establishes performance requirements, regularly monitors performance and provides coaching for performance improvements.
6. Appoints, trains, and motivates all City employees including taking disciplinary action, up to and including termination in accordance with the City's personnel rules and policies.
7. Provides leadership and works with the executive team concerning administrative and operational problems to develop and retain highly competent public service oriented staff through selection, compensation, training, and day to day management practices that support the City's mission and operational plans and objectives.
8. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day to day leadership and works with the executive team to ensure a high performance, service oriented work environment consistent with sound management principals. Maintain good working relationships with key community constituencies.
9. Works closely with the City Council, other governmental agencies, a variety of private and community organizations, and business and citizen groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of reports and recommendations on public policy issues and on long range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, public and private officials, and citizens to achieve planned action and results.
10. Develops the Council meeting agenda, attends and participates in all City Council meetings.
11. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationship with the media.
12. Directs and oversees the creation and maintenance of comprehensive effective human resources management programs policies and systems; directs and monitors the City's labor relations negotiations and labor relations programs; directs the improvement of management systems to improve the City operations and effectiveness.
13. Participates in regional and state meetings, and professional and community organizations on behalf of the City to stay abreast of trends related to municipal programs.

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14. Provides personal leadership for projects and programs that are highly sensitive, political or controversial.
15. Performs other or related duties as assigned.

**Desired Qualifications:**

Knowledge of:

Theory, principals, practices and techniques of organizational design and development , long range planning, public administration, public finance, municipal budgeting, financial administration, program and policy formulation, purchasing, maintenance of public records, and applicable state and federal laws and regulations governing the operations and administration of a municipal agency; City functions and associated management, financial and public policy issues, principals and practice of public personnel management and labor management relations, principals and practices of effective leadership and management, principals and practices of sound business communications and effective public relations with community groups and agencies, private businesses and other levels of government.

Ability to:

1. Provide effective leadership and coordinate the activities of the City operations.
2. Plan, integrate and direct a broad range of complex municipal services and programs that will meet the changing needs of the community.
3. Perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations in an understandable and effective manner, present proposals and recommendations clearly and logically at public meetings.
4. Understand, interpret, explain and apply city, state and federal laws and regulations governing the performance of City operations.
5. Evaluate, develop and implement management systems, policies and controls.
6. Establish and maintain effective working relationships with the Council and all City departments and other governmental officials, community and civic organizations.
7. Plan, organize, select, supervise and evaluate assigned employees, and build a high performance workforce.
8. Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

**Qualifications:**

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**

A typical way to obtain the knowledge, skills and ability to perform this job is:

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A bachelor's degree from an accredited college or university, with major work in Public Administration, Business, Accounting/ Finance. A Master's Degree in Public Administration or Business Administration is preferable.

Eight years of progressively responsible administrative experience in municipal government, including significant administrative, financial and personnel management responsibilities, five (5) years experience as a city or county manager is preferable.

**Certificates, Licenses, Registrations:**

1. Must have a valid State of California class C driver's license with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date

**Language Skills:**

Ability to read, write and communicate in English at an appropriate level for successful job performance, effectively present information and respond to questions from managers, employees, and general public.

**Mathematical Skills:**

Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages and statistics.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving a variety of situations using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and speak and hear. The employee is occasionally required to carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

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**Working Environment:**

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

**General:**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The city of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

## DEPUTY CITY MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** A Deputy City Manager performs highly responsible administrative work involved in planning and managing the activities of assigned departments or divisions. Responsibilities include: advising City management and the City Council on the effective, efficient, and economical management of the area of assignment; strategic planning, and submitting reports and recommendations on a variety of issues concerning activities. Administrative duties include: developing short and long range goals and objectives; overseeing the development, preparation, and administration of the budget; supervising, directing, and evaluating the work of directors, and/or other assigned staff; coordinating activities with other City departments to ensure effective working relationships; and speaking before groups on the plans, programs, and goals of the area of assignment. Incumbents delegate considerable authority for the performance of technical and administrative activities, but retain responsibility for results obtained. This class performs related duties and functions as delegated, assigned, or required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of the City Manager and is reviewed through the evaluation of conferences, meetings, reports, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. A minimum of 10 years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in one or more of the functions within area managed is preferred based on assignment. A Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Advises the City Manager on operational matters through oral and written reports. Makes effective verbal and written presentations. Reviews and approves City Council communications prepared by areas of responsibility. Provides information on matters relating to the department. Discusses policies and procedures, and presents recommendations to the City Council. Prepares

correspondence, reports, agreements, data analysis, policies and procedures, etc. Communicates policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports, and reports for City management.

**Manual/Physical:** Attends meetings of the City Council, and other related meetings and programs and reports on activities as requested. Operates a personal computer to create reports, correspondence, analyze data, and make PowerPoint presentations. May represent the City Manager at meetings by making presentations to explain program or project status, and arranges for compilation of data to assist in the decision making process.

**Mental:** Plans, organizes, and directs the functions of assigned areas. Develops and implements policies and procedures applicable to administrative functions. Directs the work of management and professional-level personnel. Provides policy guidance to assigned areas. Reviews the general operations of assigned areas to determine their efficiency and provide direction on major projects or problem areas. Oversees the preparation of the administrative budget and strategic plan, and reviews and approves the subordinate responsibility center budgets and strategic plans. Conducts pre-deprivation hearings, investigates complaints, and makes decisions regarding disciplinary actions up to and including dismissal, etc. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Analyzes data (i.e., division reports, City Council reports, budgets, etc.) in order to make well-informed recommendations regarding the department. Learns job-related material regarding new legislation, administrative procedures, and operations methods and practices affecting areas of assignment.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of effective administration with particular attention to planning, organizing, and directing comprehensive administrative and management services;  
governmental organization and public administration theories, principles, and practices, including personnel management and budget administration;  
the principles and methods of budget preparation and monitoring;  
the principles and practices of employee supervision, development, training, and evaluation; and  
other City departments and divisions, as their operations relate to those of the areas of assignment.

Ability to:

effectively direct several functional areas;  
resolve complex problems within the area of assignments; and  
establish and maintain effective relationships with other City departments, subordinate staff, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Minimum Qualifications 12/14

PK/pa/hn

CS6205.DOCX

PAY GRADE: E14

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14

**Class Title:** County Manager  
**Bargaining Unit:** Not Applicable  
**Class Code:** 1044  
**Salary:** \$0.00 Hourly  
\$0.00 Annually

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[Print Job Information](#)

**Nature of Work**

**Benefits**

Under direction of the Board of Supervisors, provides administrative and managerial direction as the organization's chief administrative officer. Responsible for policy implementation, direction of programs/service delivery, and resources management of the organization; performs related work as assigned.

**Typical Duties:**

Illustrative Only)

- Implementation and administration of policies established by the Board of Supervisors, including the County budget
- Interacts with County-elected officials, other governmental agencies, and community groups
- Provides support for Board of Supervisors' initiatives and programs
- Be responsive to citizen requests and inquiries
- Supervision of appointed department heads
- Other duties as assigned

**Minimum Qualifications:**

Bachelor's Degree in relevant field and significant years of experience in a political/governmental environment; or any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

**ADDITIONAL REQUIREMENTS:**  
A Master's degree is preferred.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of:
  - Principles and practices of public administration
  - Public organizational policy analysis
  - Legislative process
- Considerable knowledge of:
  - Principles and practices of departmental administration, management, supervision, research methods, business English and report writing
- General knowledge of:
  - Use of technology to enhance workflow

- Ability to:
  - Analyze complex administrative problems and recommend solutions
  - Develop and implement management decisions and policies
  - Interpret County policies and actions to diverse ethnic, cultural, social and business groups
  - Represent the Board of Supervisors
  - Effectively carry out difficult and complex assignments requiring considerable independent judgment and initiative with a minimum of supervision
  - Plan, initiate, and manage projects from beginning to end, with minimal direction
  - Work safely and support the culture of workplace safety
  - Establish and maintain effective working relationships with elected officials, appointed department directors, staff, other agencies, the media and the general public
  - Follow written and oral instructions
  - Communicate effectively both orally and in writing.

:

- Competencies and Characteristics:  
In addition to the knowledge, skills and experience described above, the ideal candidate can best be described as:
  - Outstanding leader and motivator; inclusive and team-oriented with a focus on accountability
  - Possesses a big picture orientation; strategic and visionary while also being fully engaged in County programs and services
  - Politically aware/astute, yet apolitical; able to understand the politics of the community
  - Understands the policy-setting role of the Board of Supervisors and the role of the County Manager to execute and implement policy
  - Understands the complexities of county government with multiple elected officials at the Board and department levels; able to effectively work within this structure
  - Outstanding, proactive communicator who treats all Board members equally
  - Motivated to draw on experience in change management to effect positive results in a growing/transforming organization; can develop a more sophisticated, progressive organization
  - Understands the complexities of county government with multiple elected officials at the Board and department levels; able to effectively work within this structure
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  - Available, accessible and responsive
  - Motivated to draw on experience in change management to effect positive results in a growing/transforming organization; can develop a more sophisticated, progressive organization
  - Available, accessible and responsive
  - Sensitive to and values a culturally and geographically diverse community with demonstrated ability to work with diverse communities.
  - Possesses a positive, can-do attitude; a problem-solver who is decisive when appropriate
  - Relationship-builder; collaborative and inclusive; will embrace the family-oriented organizational culture of the County
  - Enjoys a passion for public service/values local services
  - Willing to be active and engaged in the community; possesses strong public speaking

skills and is a proponent for County programs/initiatives.

- Engenders trust and credibility; a person of the highest integrity
- Confident in his/her own abilities, while remaining a person of humility and sincerity

### **Employee Benefits**

Coconino County offers a comprehensive employee benefits package to regular employees working 30 or more hours per week that includes:

(Regular Part Time employees receive some benefits on a pro-rated basis. Temporary and Seasonal employees do not receive benefits. Elected officials are not eligible for vacation and sick leave.)

- Vacation/Annual Leave
- Sick Leave
- 10 Holidays Per Year
- Health Care Insurance
- Dental Plan
- Vision Plan
- Group Life Insurance
- Pre-Tax Deduction Plan
- Sick Leave Conversion Plan
- Personal Day Purchase Program
- Vacation Sell Back Program
- Tuition Reimbursement Program
- Wellness Program
- Long-Term Disability
- Arizona State Retirement System
- Employee Assistance Program
- On-going Training Opportunities
- Free bus transportation/ EcoPass bus pass

### **Elective Coverage**

- Dependent Medical, Dental, and Vision
- Supplemental Life (for employees & dependents)
- Flexible Spending Account
- Health Savings Account
- Tax-deferred investment program
- Accidental and Disability Insurance
- Short Term Disability

**Class Title:** Deputy County Manager

**Bargaining Unit:** Not Applicable

**Class Code:** 1043

**Salary:** \$0.00 Hourly  
\$0.00 Biweekly  
\$0.00 Monthly  
\$0.00 Annually

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**Nature of Work**

**Benefits**

Under direction, performs complex administrative, managerial and analytical duties in support of the County Manager and Board of Supervisors; performs related work as assigned.

**Typical Duties:**

(Illustrative Only)

- Carries out special projects for the County Manager
- Provides managerial oversight to the departments of Community Development, Public Works, Parks Recreation, and Information Technology/GIS
- Maintains thorough knowledge of legislative matters affecting County government
- Analyzes complex management and budgetary issues and prepares reports
- Investigates and responds to citizen complaints and concerns
- Supervises staff
- Serves as resource person for public information activities
- Acts as Manager's representative with County departments to coordinate procedures, find solutions to complex and/or controversial problems
- Chairs task forces as needed
- May supervise County departments
- May act as liaison to local, state, federal and tribal organizations on operational and legislative matters
- May act as County Manager in that person's absence
- May lead organizational development efforts, etc.
- Other duties as assigned

**Minimum Qualifications:**

Bachelor's Degree in Public Administration, Business Administration or related field and five years progressively responsible administrative or supervisory experience in a political/governmental environment; or any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

This position is exempt from overtime.

Note: Individuals in exempt classifications as part time employees may be classified as

non-exempt per FLSA law regarding minimum weekly salary requirements.

**ADDITIONAL REQUIREMENTS:**

A Master's degree in Public or Business Administration is preferred.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of:
  - Principles and practices of public administration
  - Public organizational policy analysis
  - Legislative process
  
- Considerable knowledge of:
  - Principles and practices of departmental administration, management, supervision, research methods, business English and report writing
  
- General knowledge of:
  - Use of technology to enhance workflow
  
- Ability to:
  - Analyze complex administrative problems and recommend solutions
  - Develop and implement management decisions and policies
  - Interpret County policies and actions to diverse ethnic, cultural, social and business groups
  - Represent the County Manager and Board of Supervisors
  - Effectively carry out difficult and complex assignments requiring considerable independent judgment and initiative with a minimum of supervision
  - Plan, initiate, and manage projects from beginning to end, with minimal direction
  - Work safely and support the culture of workplace safety
  - Establish and maintain effective working relationships with elected officials, appointed department directors, staff, other agencies, the media and the general public
  - Follow written and oral instructions
  - Communicate effectively both orally and in writing

**Class Title:** Deputy County Manager

**Bargaining Unit:** Not Applicable

**Class Code:** 1043

**Salary:** \$0.00 Hourly  
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\$0.00 Monthly  
\$0.00 Annually

[Print Job Information](#)

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**Nature of Work**

**Benefits**

## **Employee Benefits**

Coconino County offers a comprehensive employee benefits package to regular employees working 30 or more hours per week that includes:

(Regular Part Time employees receive some benefits on a pro-rated basis. Temporary and Seasonal employees do not receive benefits. Elected officials are not eligible for vacation and sick leave.)

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