

TOWN OF FAIRFAX

STAFF REPORT

To: Mayor and Members of the Town Council

From: Michael Rock, Town Manager 

Date: February 3, 2010

Subject: **Approve a Resolution Creating a Job Specification for the Town Manager position**

RECOMMENDATION

Approve a Resolution creating a job specification for the position of Town Manager.

DISCUSSION

On July 5, 2005, the Town Council adopted Ordinance 712 creating and establishing the position of Town Manager. The Ordinance outlines the duties and responsibilities of the Town Manager. In January of 2006, the first Town Manager was hired. No job description was created at the time and all other positions in the Town have job descriptions. The attached job description will inform the Town Council and the community about the duties and requirements of the position including the education and experience necessary to be successful.

ATTACHMENTS

1. Resolution 10-
2. Town Manager Job Specification

RESOLUTION 10-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
APPROVING THE TOWN MANAGER JOB SPECIFICATION**

WHEREAS, the position of Town Manager was created on July 5, 2005 by the Town Council through Ordinance 712; and

WHEREAS, the Town did not create the job specification for the position of Town Manager at the time Ordinance 712 was adopted; and

WHEREAS, the Town wishes to create the job specification for the position of Town Manager; and

WHEREAS, the Town Council is required to approve any revisions to the Town's approved list of job specifications.

NOW THEREFORE, BE IT RESOLVED, that the Fairfax Town Council approves the job specification of Town Manager attached hereto as Exhibit "A".

The foregoing Resolution 10- was duly and regularly passed and adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 3rd day of February 3, 2010 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Lew Tremaine, Mayor

Attest:

Town Clerk

TOWN OF FAIRFAX

TOWN MANAGER

JOB SPECIFICATION

Definition

Receives policy direction from the Town Council in planning, organizing and directing of overall administrative activities and operations of the Town; advises and assists the Town Council; represents the Town's interests with other levels and agencies of government, business interests and the community at large; exercises direct supervision over management, professional and clerical staff; and performs related work as required.

Duties:

Plan, organize, coordinate, and direct through managers and support staff the work of the Town; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Town; work closely with the Town Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advise the Town Council on policy issues and programs; prepare and recommend long-range plans for Town services and programs; develop specific proposals for action on current and future Town needs; recommend legislation and policies required in the public interest; enforce the provisions of public utility franchises, contracts, leases, and agreements; make final interpretations of Town regulations and various ordinances, codes and applicable laws to ensure compliance; direct the preparation and administration of the annual budget and capital projects for the Town; represent the Town in contacts with various governmental agencies, community groups, and business, professional, and other organizations directly or through subordinate staff; direct the selection, supervision, and the work evaluation of departmental personnel; direct employee relations, staff development and grievance procedures including directing and participating in labor negotiations; direct the development and implementation of management systems, procedures and the application of standards for program evaluation; and perform related duties as assigned.

Knowledge of:

Modern and highly complex principles and practices of municipal government administration, departments, organization and economic development functions and services; current social, political and economic trends and operating problems of municipal government; principles and practices of municipal budget preparation and administration; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government; pertinent federal, state and local laws, codes and regulations.

Ability to:

Provide effective leadership and coordinate the activities of the municipal organization; serve effectively as the administrative agent of the Town Council; select, supervise, and evaluate assigned staff; interpret and apply laws, rules and regulations; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; develop and implement goals, objectives, policies, procedures, work-standards, and internal controls; analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; prepare clear and concise reports, correspondence, and other written materials; exercise sound, independent judgment within general policy guidelines.

Education

A Bachelor's degree in political science, government, public administration, business administration or related field; a Master's degree in public administration or business administration is highly desirable.

Experience

Five (5) years of responsible administrative experience including fiscal and personnel management responsibilities.

Certifications/Licenses: Possession of a valid California Class C driver's license.

Physical Demands and Work Environment:

Employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear in person in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; understand laws, regulations and codes; observe performance and evaluate staff; problem solve community issues; explain and interpret codes, policies and procedures; interact with Town management, other governmental officials, contractors, vendors, employees and the public.

Established: 2/03/2010

Resolution #:

Department: Town Manager

FLSA Status: Exempt