

The Role and Function of the City Manager is to:

- Coordinate and supervise daily city operations.
- Develop, prepare and present the annual, comprehensive city budget, including short and long-term Capital Improvement Plans.
- Develop and Administer a Strategic Planning process to establish organization-wide values, goals and priorities.
- Provide leadership to the organization consistent with and in furtherance of established values, goals and priorities.
- Supervise and monitor budget spending; reporting on any changes in the budget as a whole.
- Evaluate the ongoing productivity, work product and efficiency of all city employees and their supervisors and Department heads.
- Develop and recommend policy direction and guidelines for consideration and approval by City Council
- Provide the leadership and direction needed to focus the future vision of the community as to the long -term horizon
- Translate this vision into specific target issues that need to be addressed during the life cycle of short-term goals and priorities.
- Serve as the champion and advocate for, and set the strategic road-map addressing community and economic development and redevelopment, including identifying and effectively administering financing incentives and mechanisms to aid in recruitment, retention, and expansion of economic activity and the leveraging of private investment that leads to job creation.

The City Manager must function as not just the implementation arm of City Policy, but as a true Policy leader and initiator. As such:

Policy leaders have the responsibility of sensing community values and desired outcomes and then obtaining feedback on local government performance in relation to those values and desired outcomes. A comparison and assessment must then be made between the actions of the local government and the successes or failures achieved. Ultimately, course corrections can then be made for areas of weakness, inefficiency, and/or ineffectiveness, while areas of effectiveness and success can be strengthened, reinforced and/or expanded.

It is also the role of the City Manager to interpret the formally established policies of City Council and translate and distill them into guidelines for employees. This becomes the heart of the “management process”.

The management process focuses on designing mechanisms for translating the City’s values, vision, goals and priorities into targets for and specific instances of action. The key players in this process are the City Manager(who provides leadership and sets the vision) along with the Department Heads and other supervisors within the government organization. The process looks to:

- develop an organizational philosophy that reflects values and beliefs on how the local government should be managed and operated on a daily basis.
- develop specific programs for achieving consistency between values and actions.
- anticipate issues.
- resolve problems hampering management and service delivery.
- build the capacity of the organization.