

## **CITY OF BURBANK**

### **CITY MANAGER**

#### **DEFINITION**

Subject to legislative determination of policy, to manage the administration of the city government as prescribed by charter; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Enforces and administers the provisions of the charter and of the laws and ordinances governing the city; plans, coordinates and directs the work of the City departments; meets with the City Council in the determination of basic policies and to report work done; recommends legislation and policies required in the public interest; negotiates and enforces the provisions of public utility franchises, contracts, leases and agreements; invites bids and awards contracts for materials, equipment and services; proposes an annual budget, providing for the balancing of revenues and expenditures; represents the City in a variety of meetings and public functions; appoints and removes department heads and subordinate officers and employees; coordinates the general activities of the City government with other governmental agencies.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - management theory and practice; municipal organization and procedures.
- Ability to - gain and retain effective working relationships with the community at large, the Council and other public officials; plan and enforce a balanced budget; plan, direct and coordinate a varied work program on a large scale; maintain effective public relations.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to any combination of training and experience equivalent to completion of a college education and extensive administrative experience in the planning, coordination and financing of varied activities.

**License & Certificates:** Applicants may be required to possess a valid California Class "C" Driver's License or its equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION:**

None.