

City Manager Recruitment

Process for the Selection of City Manager

Local Candidate Search Parameters

Goal: Selection of City Manager

Review City Manager Job Specification and update, if necessary. Job Specification attached.

Recruitment Process:

- Create Job Posting and Announce Vacancy for two (2) weeks
- Initial Review of Applications by HR to ensure applicants meet Minimum Qualifications
- Eligible applications will be provided to Mayor and Council
- Mayor and Council will be organized into three subcommittees each composed of three members. (appointed by the Mayor)
- The three Subcommittees will meet to select final applicants for the interview process

If qualified candidates are identified, the process below will be followed; should this process *not* identify qualified candidates, the Mayor and City Council shall proceed with a national search.

- Human Resources will finalize the list of interview questions and provide them to the Mayor and City Council
- Human Resources will coordinate scheduling the interviews with the following:
 - ✓ Mayor and Council Subcommittees (as designated for the initial review)
 - ✓ Employee Panel (as selected by the Interim City Manager)
 - ✓ Community Panel (business and/or public composition appointed by the Mayor and Council)
 - ✓ Public Forum/Meet and Greet
- Feedback from panels summarized by Human Resources and presented to the Mayor and City Council
- Mayor and Council reviews all feedback from panels
- Mayor and Council makes the final selection

Should this process *not* identify a final candidate, the Mayor and City Council shall proceed with a national search.

City Manager

Class Code:
A 1000

CITY OF EL PASO
Revision Date: Sep 10, 2023

SALARY RANGE

\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Monthly
\$0.00 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Interested candidates should possess a Bachelor's degree in Public Administration, Business Administration or closely related field; a Master's degree is preferred. Qualified candidates will have a minimum of twelve (12) years of increasingly responsible managerial and administrative experience in a municipal government, including five (5) years of senior executive level management experience in a large organization. An equivalent combination of education and experience will be considered. Prior experience working as a City Manager, Assistant City Manager, or an equivalent role is desired.

GENERAL PURPOSE:

The City Manager is the chief administrative officer of the City and is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of the City. The City Manager coordinates programs, services, and activities among City departments and with outside agencies; ensures the financial integrity of the municipal organization; and represents the City's interest to the general public, other agencies, levels of government, and other outside interests. The City Manager provides highly responsible and complex policy advice and administrative support to the Mayor and City Council and exercises direct supervision over management, professional, and clerical staff.

TYPICAL DUTIES:

The City Manager shall:

- Take personnel actions regarding employees as authorized under the Charter. The City Manager may authorize department heads to exercise these powers with respect to their subordinates.

- Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the Charter or by other applicable law.
- Attend all City Council meetings. The City Manager has the right to take part in discussion but not vote.
- See that all laws, provisions of the Charter and acts of the City Council, subject to enforcement by the City Manager's direction and supervision, are faithfully executed.
- Prepare and submit the annual budget and capital program to the City Council.
- Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- Make such other reports as the City Council may require concerning the operations of City departments, offices and agencies subject to the City Manager's direction and supervision.
- Keep the City Council fully advised as to the financial condition and future needs of the City.
- Make recommendations to the City Council concerning the affairs of the City.
- Provide support to the offices of the Mayor and the Representatives.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Assumes full management responsibility for all City services and activities; formulates, implements, and administers policies and procedures.
- Directs and manages the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of City service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Plans, directs, and manages the City's annual work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility and reviews and evaluates program goals and objectives.
- Provides highly responsible policy analysis and administrative staff assistance to the Mayor and City Council; and directs specific and comprehensive analyses of a wide range of municipal policies.

- Coordinates municipal services and activities and presents staff reports and other related correspondence.
- Attends City Council meetings and workshops; directs and oversees the preparation of meeting agendas and supporting materials; presents staff recommendations; and responds to questions and direction from the City Council.
- Directs, oversees, and participates in the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year adjustments; and keeps the City Council fully informed on matters related to the City's financial condition.
- Negotiates contracts and solutions involving a variety of administrative, fiscal, and special projects; and analyzes and prepares recommendations on special requests.
- Selects, trains, motivates, and evaluates all senior management personnel; works with staff to correct performance deficiencies; and implements discipline and termination procedures as necessary.
- Participates on a variety of community boards and committees: attends and participates in professional groups and committees; and stays abreast of new trends and innovations in the field of municipal administration.
- Administers municipal programs and services; plans, organizes, and directs activities which support the goals and objectives of the City; and establishes and implements administrative and operating policies and procedures.

CLASSIFICATION STATUS:

(HR 11/10/17), (HR 09/10/23)