

**AT-WILL EMPLOYMENT AGREEMENT BETWEEN
CITY OF STOCKTON AND JOHNNY R. FORD AS CITY MANAGER
(AT-WILL AND NON-CLASSIFIED POSITION)**

This At-Will Employment Agreement is made and entered into on November 19, 2025, by and between the City of Stockton, a California charter city and municipal corporation ("**CITY**") and Johnny R. Ford, an individual, ("**EMPLOYEE**") on the following terms and conditions set forth below ("**AGREEMENT**"). **CITY** and **EMPLOYEE** shall be collectively referred to as "**PARTIES**" or individually referred to as "**PARTY**."

RECITALS

WHEREAS, the **CITY** requires the services of a City Manager; and

WHEREAS, **EMPLOYEE** represents that he has the necessary and specialized education, experience, skills, and expertise required to serve as the **CITY**'s City Manager; and

WHEREAS, the City Council of the **CITY** ("**CITY COUNCIL**") desires to appoint **EMPLOYEE** to the position of City Manager of **CITY** subject to the terms and conditions of the **AGREEMENT**; and

NOW THEREFORE, it is hereby agreed by **CITY** and **EMPLOYEE** as follows:

AGREEMENT

1. **CITY EMPLOYMENT.** The **CITY** hereby appoints **EMPLOYEE** as its City Manager, effective November 19, 2025 ("**EFFECTIVE DATE**"), and **EMPLOYEE** hereby accepts such employment.
2. **AT-WILL AGREEMENT.** **EMPLOYEE** is at-will and serves at the pleasure of **CITY COUNCIL** and can be terminated at any time with or without cause. **EMPLOYEE'S** at-will status means there is no guarantee as to length of time for employment. No **CITY** representative has authority to agree to anything contrary to **EMPLOYEE** at-will status unless it is specific, in writing, and signed by **CITY COUNCIL**.
3. **TERM.** This **AGREEMENT** shall commence on the **EFFECTIVE DATE** and shall end on November 20, 2028, at 5:00 p.m., unless previously terminated by either **EMPLOYEE** or **CITY** as provided in Section 7 [SEPARATION] of this **AGREEMENT**, or unless extended in writing by mutual agreement and duly authorized and executed by both **PARTIES**.

4. **CITY MANAGER'S COMMITMENTS.**

a. **DUTIES AND RESPONSIBILITIES.**

- i. **EMPLOYEE** shall perform all of the functions and duties of the City Manager as set forth in: the City Manager class specification attached hereto and incorporated herein by reference as Attachment "A," which may be amended from time to time; the **CITY's** Charter, Municipal Code, and rules, policies, procedures, regulations, ordinances and resolutions, which may also be subsequently amended from time to time. **EMPLOYEE** shall also perform other legally permissible and/or customary and appropriate duties and functions of the City Manager as the **CITY COUNCIL** may assign from time to time, together with such additional services consistent with the laws of the United States and State of California.
- ii. **EMPLOYEE** shall perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession. **EMPLOYEE** shall devote his attention, skill, ability, and productive time to the performance of **EMPLOYEE'S** duties and responsibilities and **CITY's** business.
- iii. The **CITY's** personnel rules, policies, procedures, regulations, ordinances and resolutions shall apply to **EMPLOYEE** in the same manner as applied to other unclassified/non-classified at-will Department Heads. As feasible, their provisions shall be read to apply in tandem with the terms of this **AGREEMENT**. However, to the extent an express provision of this **AGREEMENT** conflicts, this **AGREEMENT** shall govern.

b. **CONFLICT OF INTEREST.**

- i. **EMPLOYEE** shall not engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or personal associations.
- ii. **EMPLOYEE** shall also comply with the conflict-of-interest provisions under California law and any conflict of interest code applicable to **EMPLOYEE's CITY** employment. **EMPLOYEE** is responsible for submitting to Human Resources the appropriate conflict of interest statements prior to performing any services under this **AGREEMENT**, and thereafter as required by law.

c. **HOURS OF WORK.**

- i. **EMPLOYEE** is expected to engage in those hours of work that are necessary to perform the duties and fulfill the obligations of the City Manager position, which fall both within and outside of customary and normal business hours. **EMPLOYEE** shall be required to have an onsite presence at the **CITY** and/or **CITY** Hall during his work schedule as assigned by the **CITY COUNCIL** and subject to change from time to time. The position of City Manager shall be deemed an exempt position under state and federal wage and hour laws. **EMPLOYEE'S** compensation (whether salary or benefits or other allowances) is not based on hours worked and **EMPLOYEE** shall not be entitled to any compensation for overtime.
- ii. **EMPLOYEE** may engage in teaching, consulting, speaking, or perform other non-**CITY** connected activities for which he is compensated only with the express prior consent of the **CITY COUNCIL**.

- d. **DISABILITY OR INABILITY TO PERFORM.** If, as the result of long-term or permanent disability, sickness, accident, injury, mental incapacity or other personal health-related reason, the **CITY** determines that **EMPLOYEE** is unable to perform his essential duties, with or without reasonable accommodation, after exhausting all available and authorized use of accrued sick leave, vacation, or other available and authorized paid/unpaid leave available under applicable **CITY** policies or state or federal law, the **CITY COUNCIL** may terminate **EMPLOYEE**, subject to any applicable limitations as provided in Article XII, Section 1200 of the CITY Charter. If the **CITY COUNCIL** does elect to terminate **EMPLOYEE** due to incapacity, **EMPLOYEE** shall be terminated without cause, as provided in Section 7.c [TERMINATION WITHOUT CAUSE] below. In exercising this option, the **CITY** will comply with its obligations under applicable state and federal disability and public retirement laws.

5. **BASE SALARY.**

- a. On the **EFFECTIVE DATE** of this **AGREEMENT**, **CITY** shall compensate **EMPLOYEE** for his services rendered pursuant to this **AGREEMENT** a gross annual base salary of three hundred twenty-five thousand dollars (\$325,000.00) payable in installments at the same time and in accordance with the **CITY's** payroll procedures for other **CITY** employees, and subject to all applicable payroll taxes and withholdings.
- b. At the discretion of the **CITY COUNCIL**, this **AGREEMENT** may be amended to incorporate any salary and/or benefit adjustments granted, provided, or required by the **CITY COUNCIL**. The **CITY** shall not at any time during the term of this **AGREEMENT** reduce the base salary, compensation,

or other benefits of **EMPLOYEE**, unless as part of a general **CITY** management reduction, and then in no greater percentage than the average reduction of all **CITY** Department Heads whose salaries, compensation or benefits are reduced.

- c. The **CITY COUNCIL** shall conduct an annual performance evaluation of **EMPLOYEE** each year in the month of July to the extent feasible in accordance with specific criteria developed by the **CITY COUNCIL** or such member or members of the **CITY COUNCIL** it may designate for this purpose. The **CITY COUNCIL** may from time to time add to or delete such criteria as it may determine. If **EMPLOYEE** is on a leave of absence at the time of his annual evaluation he will be evaluated as soon as possible after his return to work. The **CITY COUNCIL** may, in its sole discretion, consider a salary and/or benefit adjustment in connection with the annual performance evaluation. In addition to the annual performance evaluation, the **CITY COUNCIL** may, in its sole discretion, conduct **EMPLOYEE** performance evaluations and/or reviews as frequently and as often as desired by the **CITY COUNCIL**.

6. **BENEFITS.**

- a. **BENEFITS.** Except as set forth in this **AGREEMENT**, **CITY** agrees to provide **EMPLOYEE** with the benefits provided under the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time, as set forth in Section 5.b, above.
- b. **PROFESSIONAL DEVELOPMENT.** The **CITY** agrees to pay for reasonable sums of professional dues, conference and meeting registrations, subscriptions, travel and subsistence expenses of **EMPLOYEE** for professional development and participation to adequately pursue necessary official and other functions of the **CITY**, in appropriate organizations such as, but not limited to, the League of California Cities, subject to prior review and approval by **CITY**. Notwithstanding the foregoing, the **CITY COUNCIL** shall have discretion to establish appropriate amounts, in the annual **CITY** budget or otherwise, of official and professional development expenses and travel costs.
- c. **AUTOMOBILE ALLOWANCE.** **EMPLOYEE** shall be provided a monthly auto allowance of five-hundred dollars (\$500.00) in exchange for making a vehicle available for **EMPLOYEE's** own use for **CITY**-related business and/or functions during, before, and after normal work hours. **EMPLOYEE** is not eligible for the benefit in Section 7 [Mileage Reimbursement for Private Vehicle Use] of "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" dated

May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time.

- d. **CITY TECHNOLOGY.** **EMPLOYEE** shall be provided a monthly technology allowance of four-hundred dollars (\$400.00) to cover the cost of purchasing and maintaining a personal computer and/or laptop, cellular telephone and related telecommunications and internet service for **EMPLOYEE's** own use for **CITY**-related business and/or functions while working at home or traveling.
- e. **DEFERRED COMPENSATION — SECTION 401(A) PLAN.** **CITY** shall contribute an amount equal to nine percent (9 %) of **EMPLOYEE's** base salary to a Section 401(a) deferred compensation plan, subject to the rules of the plan. This payment shall be in addition to the base salary and shall be made in equal installments at the same time that the **EMPLOYEE's** base salary is paid.
- f. **VACATION LEAVE.** **EMPLOYEE** is eligible for Vacation Leave pursuant to the requirements regarding Maximum Vacation Accrual, Vacation Scheduling, Holiday during Vacation, Cash Payment Option, and Vacation Cash Out Upon Separation as provided in Section 6 [VACATION LEAVES] of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time. Notwithstanding the foregoing, **EMPLOYEE** shall accrue Vacation Leave up to one-hundred and sixty (160) hours per fiscal year. **EMPLOYEE** shall accrue Vacation Leave in twenty-six (26) equal amounts on a bi-weekly payroll basis (26 pay periods). Further, on the **EFFECTIVE DATE** of this **AGREEMENT**, **EMPLOYEE** shall be credited one-hundred and sixty (160) hours of Vacation Leave in his vacation leave bank.
- g. **SICK LEAVE.** **EMPLOYEE** is eligible for Sick Leave pursuant to Section 8 [SICK LEAVE] of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time. Notwithstanding the foregoing, on the **EFFECTIVE DATE** of this **AGREEMENT**, **EMPLOYEE** shall be credited one-hundred and twenty (120) hours of Sick Leave in his sick leave bank.

7. **SEPARATION.**

- a. **RESIGNATION.** **EMPLOYEE** may resign from the position of City Manager at any time and agrees to provide the **CITY COUNCIL** with a minimum of 30 days advanced written notice of the date of **EMPLOYEE's** last date of employment, unless the **PARTIES** otherwise agree in writing. If **EMPLOYEE** resigns from **CITY** employment he shall not be entitled to any **SEVERANCE PAY** as set forth in Section 7.c., nor continued compensation and benefits and **EMPLOYEE** shall only be entitled to the compensation accrued up to the date of termination, and such other termination benefits and payments as may be required by law or applicable provisions of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for separated employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time. This **AGREEMENT** shall terminate upon the date of **EMPLOYEE's** last date of employment.
- b. **REMOVAL.**
 - i. **EMPLOYEE** is an at-will employee serving at the pleasure of the **CITY COUNCIL**. **EMPLOYEE** has no constitutionally protected property or other interest in his employment as City Manager. Nothing in this **AGREEMENT** shall be construed to create a property interest for **EMPLOYEE** in the position of City Manager. **EMPLOYEE** may be terminated, with or without cause, subject to any applicable limitations which are now, or which may in the future, be included within the **CITY** Charter, **CITY** Municipal Code and this **AGREEMENT**.
- c. **TERMINATION WITHOUT CAUSE.**
 - i. The **CITY COUNCIL** may terminate **EMPLOYEE** at any time, with or without cause, by a majority vote of its members, except that the **EMPLOYEE** shall not be terminated on or before November 19, 2026, except as provided in Article XII, Section 1200 of the **CITY** Charter.
 - ii. If the **CITY COUNCIL** terminates **EMPLOYEE** as the City Manager without cause, (cause is defined in Section 7.d.ii below), on or after November 20, 2026 **EMPLOYEE** shall be entitled to the compensation accrued up to the date of termination, and such other termination benefits and payments as may be required by law or applicable provisions of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for terminated employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time. This

AGREEMENT shall terminate upon the date of **EMPLOYEE's** termination, as set by the **CITY COUNCIL**.

- iii. If the **CITY COUNCIL** terminates **EMPLOYEE** as the City Manager without cause, (cause is defined in Section 7.d.ii below), on or after November 20, 2026 **EMPLOYEE** shall be entitled to an amount equal to nine (9) months base salary as severance ("**SEVERANCE PAY**") conditioned upon **EMPLOYEE** 's execution of a settlement agreement (i) waiving any and all claims **EMPLOYEE** may have against **CITY** as well as any other present or former employees, officers, directors, elected and appointed officials, agents, attorneys, affiliates, predecessors, successors, assigns, departments and divisions, insurers, representatives, and all persons acting by, through, under or in concert with any of them, and each of them, past and present; (ii) including a general release of all known and unknown claims and all other disputes of every kind or nature related to or arising out of **EMPLOYEE's** employment with **CITY**, including but not limited to the termination of said employment and the **AGREEMENT**; (iii) a California Civil Code section 1542 waiver; and (iv) any other waivers, provisions, clauses, terms and/or conditions, deemed appropriate by the **CITY COUNCIL** at the time of the termination of **EMPLOYEE's** employment, under the facts and circumstances of such termination. In order for **EMPLOYEE** to be eligible for the **SEVERANCE PAY**, the settlement agreement must be executed by the **EMPLOYEE** no later than twenty-one (21) days after the date upon which the final settlement agreement is presented to **EMPLOYEE** and not revoked by the **EMPLOYEE** after he executes the settlement agreement, in the timeline permitted by law under the Age Discrimination in Employment Act of 1967 and/or Older Workers Benefit Protection Act, if applicable.

All **SEVERANCE PAY** required under this Section 7.c. is subject to the limitations set forth in Government Code Sections 53260 and 53261. Notwithstanding any other provision of this **AGREEMENT**, should the **SEVERANCE PAY** required under this Section 7.c. exceed the amount authorized to be paid under Government Code Section 53260, then the amount to be paid to **EMPLOYEE** shall be reduced in the amount necessary to comply with such statute.

d. **TERMINATION FOR CAUSE.**

i. **Within Twelve Months from the Effective Date**

- (1) Notwithstanding the provisions of Section 7.c. [TERMINATION WITHOUT CAUSE], the **CITY COUNCIL** may terminate **EMPLOYEE** for incompetence, malfeasance, misfeasance, or neglect of duty on or before November 19,

2026 as provided in Article XII, Section 1200 of the **CITY** Charter.

- (2) In the event the **CITY** terminates **EMPLOYEE** for incompetence, malfeasance, misfeasance, or neglect of duty on or before November 19, 2026, as provided in Article XII, Section 1200 of the **CITY** Charter, then the **CITY** may terminate this **AGREEMENT** upon exhaustion of the procedures provided in Article XII, Section 1200 of the **CITY** Charter, as applicable. Upon termination of this **AGREEMENT**, **EMPLOYEE** shall no longer be employed by the **CITY** and this **AGREEMENT** shall terminate. **EMPLOYEE** shall not be entitled to any **SEVERANCE PAY** as set forth in Section 7.c., and shall only be entitled to the compensation accrued up to the date of termination, and such other termination benefits and payments as may be required by law or applicable provisions of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for terminated employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time.

ii. **After Twelve Months from the Effective Date.**

- (1) Notwithstanding the provisions of Section 7.c. [TERMINATION WITHOUT CAUSE], on or after November 20, 2026 the **CITY COUNCIL** may terminate **EMPLOYEE** for cause. As used in this section, "cause" shall mean only one or more of the following:
 - (a) Incompetence, such as but not limited to failure of **EMPLOYEE** to comply with the standards for the position of City Manager
 - (b) Neglect of duty, such as but not limited to failure to timely perform the duties required of **EMPLOYEE's** position or failure to implement policy directions of the **CITY COUNCIL**
 - (c) Any grossly negligent action or inaction by **EMPLOYEE** that materially and adversely: (1) impedes or disrupts the operations of **CITY** or its organizational units; (2) is detrimental to employees or public safety; or (3) violates **CITY's** properly-established rules or procedures

- (d) Dishonesty involving employment
 - (e) Being under the influence of alcohol or intoxicating drugs while on duty
 - (f) Absence without leave
 - (g) Conviction of a crime or conduct constituting a violation of state or federal law that renders it more difficult for **EMPLOYEE** to deliver public service. "Conviction" includes entry of a plea of nolo contendere or a plea bargain
 - (h) Improper or unauthorized use of **CITY** property
 - (i) Failure to engage or participate in good faith in an interactive process to attempt to identify an effective reasonable accommodation to resolve a physical or mental infirmity(s) or defect(s) affecting job performance when it is within the capacity of the **EMPLOYEE** to do so
 - (j) Acceptance from any source of any emolument, reward, gift, or other form of remuneration in addition to **EMPLOYEE's** regular compensation, as a personal benefit to **EMPLOYEE** in connection with actions performed in the normal course of **EMPLOYEE's** assigned duties
 - (k) Falsification of any **CITY** report or record or of any report or record required to be, or, filed by **EMPLOYEE**
 - (l) Engagement in prohibited harassment, discrimination, retaliation, or abusive conduct
 - (m) Engaging in any incompatible activity or prohibited conflict-of-interest
 - (n) A material breach of this **AGREEMENT**
- (2) For purposes of this provision, a determination that "cause" exists shall be based on demonstrable, or otherwise reasonably proven, sustained, corroborated, or admitted conduct.
- (3) In the event the CITY terminates **EMPLOYEE** for cause, on or after November 20, 2026 then the **CITY** may terminate this **AGREEMENT** immediately, and **EMPLOYEE** shall no longer

be employed by the **CITY** and this **AGREEMENT** shall terminate. **EMPLOYEE** shall not be entitled to any **SEVERANCE PAY** as set forth in Section 7.c., and shall only be entitled to the compensation accrued up to the date of termination, and such other termination benefits and payments as may be required by law or applicable provisions of the "City of Stockton Unrepresented Management/Confidential and Law Employees' Compensation Plan" for terminated employees designated under the Management Plan "MA" and/or "Department Heads," dated May 15, 2024, and as may be amended by the **CITY COUNCIL** from time to time.

- e. **RETURN OF CITY PROPERTY.** Upon the expiration or termination of this **AGREEMENT** for any reason, **EMPLOYEE's** resignation or termination from the City Manager position, **EMPLOYEE** agrees to immediately surrender any and all writings containing information relating to the conduct of the **CITY's** business prepared, owned, used, or retained by **EMPLOYEE** regardless of physical form or characteristics, and any and all property, equipment, tools, or other materials of whatever nature provided to **EMPLOYEE** by **CITY** in his capacity of City Manager.

8. **INDEMNIFICATION.**

- a. In accordance with and to the extent provided by California's Tort Claims Act (Government Code § 825 *et seq.*) and Government Code sections 995-996.6, the **CITY** shall defend and indemnify **EMPLOYEE** against and for losses sustained by **EMPLOYEE** in direct consequences of the discharge of **EMPLOYEE's** duties on the **CITY's** behalf for the period of **EMPLOYEE's** employment. Nothing in this **AGREEMENT** shall expand the **CITY's** defense and indemnification obligations beyond those provided in the Government Code Tort Claims Act (Government Code § 825, *et seq.*) and Government Code sections 995-996.6.
- b. In the event **EMPLOYEE** receives any payment as paid leave pending an administrative investigation, or funds for the legal criminal defense of **EMPLOYEE**, or as any cash settlement related to the termination of **EMPLOYEE** it shall be fully reimbursed to the **CITY** if **EMPLOYEE** is convicted of a crime involving an abuse of his office or position, as provided by Government Code sections 53243 — 53243.4. Nothing in this Section 8.b. entitles **EMPLOYEE** to any of the above listed payments described in Section 8.b. **CITY** and **EMPLOYEE** agree that it is their mutual intent to fully comply with Government Code sections 53243 – 53244, as applicable.
- c. Upon conviction as set forth in Government Code sections 7522.72 or 7522.74, **EMPLOYEE** may forfeit the rights and benefits in accordance with those sections.

- d. This Section 8 [INDEMNIFICATION] shall survive termination of this **AGREEMENT**.
9. **BONDING.** **CITY** shall bear the full cost of any fidelity or other bonds the **CITY** requires of **EMPLOYEE** under any law or ordinance or otherwise.
10. **AMENDMENTS.** This **AGREEMENT** may only be modified in writing and duly authorized and executed by both **PARTIES**.
11. **SEVERABILITY.** If any provision of this **AGREEMENT** is found by a court of competent jurisdiction over the **PARTIES** to be illegal or unenforceable, the remainder of this **AGREEMENT** shall not be affected and shall remain in full force and effect to the greatest extent permitted by law, unless the parts found to be illegal or unenforceable are wholly inseparable from the remaining portion of this **AGREEMENT**.
12. **JURISDICTION AND VENUE.** Any dispute concerning this **AGREEMENT** shall be governed by the laws of the State of California, and the **PARTIES** agree that venue shall be in San Joaquin County, California.
13. **ENTIRE AGREEMENT.** This **AGREEMENT** and its Attachment contains the entire agreement of the **PARTIES** and no promise, representation, warrant or covenant not included in this **AGREEMENT** has been or is relied on by any **PARTY** hereto.
14. **NOTICE.**

Any notices, including change of address of either **PARTY** during the term of this **AGREEMENT**, which **EMPLOYEE** or the **CITY** shall be required, or may desire, to make pursuant to this **AGREEMENT** shall be in writing and shall be either hand-delivered or sent by prepaid first class mail and addressed as follows:

TO **CITY**: Mayor

City of Stockton
425 N. El Dorado Street
Stockton, CA 95202

TO **EMPLOYEE**: Johnny R. Ford
[Most recent address on file with Human Resources]

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IN WITNESS WHEREOF, **CITY** has caused this **AGREEMENT** to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and **EMPLOYEE** has signed and executed this **AGREEMENT**, as of the day and year first above written.

EMPLOYEE

CITY OF STOCKTON

JOHNNY R. FORD

CHRISTINA FUGAZI
MAYOR

ATTEST:

APPROVED AS TO FORM:

KATHERINE D. ROLAND, CMC, CPMC
CITY CLERK

LORI M. ASUNCION
CITY ATTORNEY



City of Stockton
City Manager

CLASS CODE 00005

REVISION DATE November 23, 2004

DEFINITION

Under policy direction of the City Council, plans, organizes, coordinates and administers through management staff, all City functions and activities; provides policy guidance and coordinates the activities of department heads; fosters cooperative working relationships with civic groups, intergovernmental agencies and City staff; performs related work as assigned.

CLASS CHARACTERISTICS

This class has overall responsibility for policy development, program planning, fiscal management, administration and operation of all City functions, programs and activities. The incumbent is responsible for accomplishing Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner.

PRINCIPAL DUTIES (Illustrative Only)

1. Plans, organizes, coordinates, and directs through City officers, department heads, and support staff the work of the City; coordinates the work of City departments reporting directly to the City Council.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the City.
3. Works closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.
4. Advises the City Council on issues and programs; prepares and recommends long-range plans for City services and programs and develops specific proposals for action on current and future City needs.
5. Makes final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.
6. Has responsibility for the preparation and administration of the annual budget for the City.
7. Represents the City in contacts with governmental agencies, community groups, and various business, professional and other organizations directly or through subordinate staff.

8. Coordinates the preparation of a wide variety of reports or presentations to the City Council or outside agencies.
9. Directs the selection, supervision, and the work evaluation of departmental personnel.
10. Monitors and directs Citywide employee relations staff development and grievance procedures; directs the development and implementation of management systems, procedures and the application of standards for program evaluation on a Citywide basis.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision;
- Principles, practices and program areas related to the management of municipal functions;
- Applicable legal guidelines and standards affecting City administration;
- Funding sources impacting program and service development;
- Social, political, and environmental issues influencing municipal program administration.

Skill in:

- Planning, organizing, administering, and coordinating a variety of large and complex municipal services and programs;
- Selecting, motivating, and evaluating staff and providing for their training and professional development;
- Developing and implementing goals, objectives, policies, procedures, work standards, and internal controls;
- Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action;
- Preparing clear and concise reports, correspondence, and other written materials;
- Establishing and maintaining cooperative working relationships with the City Council, and a variety of citizens, public and private organizations, boards and commissions, and City staff;
- Exercising sound, independent judgment within general policy guidelines.

Other Requirements:

Must possess a valid California driver's license.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university and substantial management and administrative experience in a large municipal government or similar public agency setting.

HISTORICAL NOTE

Established: 07/01/1923

Resolution: CC 6113

Exempted: 04/14/1941

Ordinance: 1606

Spec Amended: 03/21/1968

Resolution: CS 3827

Exempted: 11/12/1985

Resolution: CC85-0684

Exempted: 11/12/1985

Resolution: CC85-0684

Unit: Unrepresented/CM

Employment Status: At-Will

FLSA Status: Exempt

CS Status: Unclassified