

**TOWN OF GILBERT
CLASS SPECIFICATION**

Manager

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Management	D61 – D65	Exempt

CLASS SUMMARY:

This class is the first level in the Management series. Incumbents are responsible for the management of functions and budget associated with an assigned unit/designated program and may be responsible for the supervision of professional, technical and administrative support staff assigned to the unit. Based upon assignment, managers may administer units/designated programs with administrative functions requiring differing levels of risk to the organization while providing for the across-the-board first level management necessary to execute the process and projects of the organization. Incumbents may supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures. Positions in this series are at-will.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Manages the activities of an assigned unit or designated program, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings. Ensures compliance with applicable Federal, state, and local laws, regulations, codes, and/or standards.	Daily 25%
Serves as a liaison with internal departments, officials, external organizations and public representatives. Represents the organization at a variety of meetings, public events, on committees, and/or other related events regarding services, programs, projects and facilities.	Daily 10%
Prepares, reviews, interprets, and analyzes a variety of information, data, and reports. Recommends and implements policies and procedures to improve	Weekly 20%

**TOWN OF GILBERT
CLASS SPECIFICATION**

Manager

operational effectiveness and enhancements to services or programs.	
Manages assigned budget and assists with the annual budget development process. Prepares cost estimates and budget recommendations. Monitors and controls expenditures.	Weekly 10%
Assists in planning and the development of short and long term goals. Coordinates operational and program efforts in alignment with goals and objectives related to assigned area of responsibility.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Bachelor's Degree and 7 years of experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

Depending on area of assignment, requires:

- Arizona Grade IV Water Treatment Plant Operator Certification
- Arizona Grade IV Water Distribution System Operator Certification
- Certified Public Accountant

KNOWLEDGE OF:

- Managerial principles, practices and techniques;
- Public administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Policy and procedure development practices;
- Applicable theories and principles related to area of assignment;
- Principles and practices of grant and/or contract administration;
- Modern office equipment.

TOWN OF GILBERT CLASS SPECIFICATION

Manager

SKILL IN:

- Managing, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Managing staff and/or program(s);
- Developing and managing a budget;
- Planning tactical and operational activities;
- Executing policies and procedures;
- Making sound decisions;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle, extreme temperatures and travel.

TOWN OF GILBERT CLASS SPECIFICATION

Manager

WORKING TITLES WITHIN CLASS SPECIFICATION:

Accounting Manager – D62
Assistant Finance Director – D62
Assistant Fire Chief – D65
Assistant To Town Manager – D63
Court Administrator – D61
Customer Service Manager – D61
Environmental Services Manager – D62
Facilities Maintenance Manager – D61
Fleet Business Manager – D61
Parks & Recreation Manager – D62
Plan Review & Inspection Manager – D62
Planning Services Manager – D62
Police Commander – D65
Police Commander - Support Services - D63
Streets Manager – D62
Town Engineer – D64
Town Prosecutor – D65
Wastewater Manager – D63
Water Manager – D63

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (11/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)