

CITY MANAGER'S POSITION DESCRIPTION POLICY
Council Policy No. 15/02

POLICY:

As the Chief Administrative Officer reporting to City Council, the City Manager is responsible for:

1. The exercise of the City Manager's duties as provided by the Local Government Act and City Manager Bylaw No. 1404, 1997.
2. The administrative organization of the business proceedings of Council.
3. The provision of advice and comprehensive background information to Council on the strategic directions, strategic planning and policy direction for the conduct of the City's administrative and business mandates.
4. Recommending and implementing organizational structure and control system for the business departments of the City and to ensure that processes are in place to conduct the City's business within the legal and policy framework.
5. Monitoring, auditing, and evaluating the performance of the business departments and senior managers of the City.
6. Being the primary spokesman for City administration and ensuring that good communication is maintained between the administration of the City and other levels of government, business, non-government organizations and individual members of the public.
7. Reporting on non-routine complaints and issues to City Council and recommending strategies for resolution and policy development.
8. Allocating municipal resources to achieve effective provision of municipal services.