AGENDA
MCFARLAND CITY COUNCIL
MCFARLAND SUCCESSOR AGENCY
MCFARLAND PUBLIC FINANCE AUTHORITY
MCFARLAND IMPROVEMENT AUTHORITY
MCFARLAND PARKING AUTHORITY
MCFARLAND USA FOUNDATION

SPECIAL MEETING
CITY COUNCIL CHAMBERS **October 20, 2021**
103 W. SHERWOOD AVE, MCFARLAND, CA **6:00 PM**

In Person Meeting

How to submit public comments:

The meetings of the City Council and all municipal entities, commissions, and boards ("the City") are open to the public. At regularly scheduled meetings, members of the public may address the city on any item listed on the agenda, or on any non-listed matter over which the city has jurisdiction. At special or emergency meetings, members of the public may only address the city on items listed on the agenda. There is a time limitation of two minutes per person. For any item that is not on the agenda and within the jurisdiction or interest of the city, please come to the podium at this time. The Brown Act does not permit any action or discussion on items not listed on the agenda. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item number and subject matter are announced, and the mayor opens Public Comment on the item. When recognized, please begin by providing your name and address for the record (optional). Anyone wishing to submit written information at the meeting needs to furnish ten (10) copies to the City Clerk in advance to allow for distribution to City Council, staff, and the media. Willful disruption of the meeting shall not be permitted. If the Mayor finds that there is in fact willful disruption of any City Council Meeting, he/she may order the disrupting parties out of the room and subsequently conduct the City's business without them present.

Americans with Disabilities Act:

In compliance with the ADA, if you need special assistance to participate in a city meeting or other services offered by the City, please contact the City Clerk's office, at (661) 792-3091 ext. 2135. Notification of at least 48 hours prior to the meeting, or time when services are needed, will assist the city staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting or services.

CALL TO ORDER: Mayor Sally Tafoya

ROLL CALL:
Mayor, Sally Tafoya
Mayor Pro Tem, María T. Pérez
Council Member/Board Member, Saul Ayon
Council Member/Board Member, Ricardo Cano
Council Member/ Board Member,

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS, INTRODUCTIONS AND AWARDS

None

PUBLIC COMMENT: The public may address the Council/Board Member on items, which do not appear on the agenda. Council/Board Members may respond briefly to statements made or questions posed. They may ask a question for clarification; may refer the item to staff for further study or for placement on a future agenda. **Speakers are limited to two minutes for each person. Please state your name and address for the record prior to making a presentation. Fifteen minutes total will be allowed for any one subject.**

CONSENT AGENDA: The Consent Agenda consists of items that in staff's opinion are routine and non-controversial. These items are approved in one motion unless a Council Member/Board Member removes a particular item.

None

PUBLIC HEARINGS:

None

ADMINISTRATIVE AGENDA

1. Proposed Ordinance (1) Amending and Restating McFarland Municipal Code 2.16.040, 2.16.070, 2.16.080, 2.16.180 concerning City Manager, and (2) Adopting a new 2.28.010, 2.28.020 while renumbering current codes 2.28.010, 2.28.020 and 2.28.030 concerning the Police Department

    a. Open the Public Hearing and receive public testimony;

    b. Waive the reading of the ordinance text in its entirety, read by title only, and introduce for reading, ***Ordinance No. 0007-2021***, "AN ORDINANCE OF THE CITY OF MCFARLAND AMENDING AND RESTATING TITLE 2, CHAPTER 2.16 OF THE MCFARLAND MUNICIPAL CODE TO AMEND AND RESTATE SECTIONS 2.16.040, 2.16.070, 2.16.080 and 2.16.180, AND ADOPTING A NEW TITLE 2, CHAPTER 2.28, SECTION 2.28.010, 2.28.020 AND RENUMBERING CURRENT 2.28.010, 2.28.020 AND 2.28.030, MCFARLAND MUNICIPAL CODE."

    c. Direct staff to schedule second reading and adoption of ***Ordinance No. 0007-2021*** for the October 28,2021 Regular City Council meeting.

2. Report, Discuss, and Potential Approval of the Job Description of Assistant City Manager Position

3. Report, Discuss, and Direct Staff on the Job Posting for Assistant City Manager

COUNCIL STATEMENTS AND REPORTS

On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. In addition, Council Members may ask a question of staff or the public for clarification on any matter, provide a reference to staff or other resources for information. Alternatively, request staff to report to the City Council at a later meeting concerning any matter. Furthermore, the City Council, or any member thereof, may take action to direct staff to place a matter of business on a future agenda.

CLOSED SESSION

None

ADJOURNMENT

This is to certify this agenda was posted at McFarland City Hall on **October 19, 2021.**

Francisca Alvarado, City Clerk

Kenneth Williams, Interim City Manager

Next Meeting: Regular City Council **October 28, 2021**.

The City of McFarland does not discriminate based on disability and complies with the provisions of the Americans with Disabilities Act (ADA). If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (661) 792-3091 at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.

CITY OF MCFARLAND MEMORANDUM

TO: THE HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN M. HODGES, CITY ATTORNEY

DATE: 10/18/2021

SUBJECT: ORDINANCE CHANGES RELATED TO CITY MANAGER AND POLICE DEPARTMENT

RECOMMENDATION:

Staff recommends the City Council open the public hearing, receive public testimony, waive the reading of the ordinance text in its entirety, read by title only, and introduce for reading Ordinance No 0007-2021 Amending and Restating McFarland Municipal Code 2.16.040, 2.16.070, 2.16.080, 2.16.180 concerning City Manager, and (2) Adopting a new 2.28.010, 2.28.020 while renumbering current codes 2.28.010, 2.28.020 and 2.28.030 concerning the Police Department.

BACKGROUND:

Council, by way of an ad hoc committee, has begun review of the City's Ordinances. Additionally, Council, by way of an ad hoc committee, has evaluated the City's organizational structure. Based on the work of these committees, it is recommended that a change to the City's Ordinances be made in order to (1) modify the City Manager's compensation, power and duties over employees, appointments, promotions, removals and demotions ad additional duties. Specifically, the ordinance modifications proposed will eliminate the City Manager's authority over the Chief of Police. Additionally, the proposed ordinance will give the City Council the authority to appoint the Chief of Police and will cause the Chief of Police to report directly to the Council. Additionally, the modifications will establish a police department, which the City Ordinances had previously failed to do.

FISCAL IMPACT:

There is a minimal fiscal impact associated with modification of the Ordinances. Other than staff and attorney time, the modifications will have no direct financial impact.

ORDINANCE NO. 0007-2021

AN ORDINANCE OF THE CITY OF MCFARLAND AMENDING AND RESTATING MCFARLAND MUNICIPAL CODE 2.16.040, 2.16.070, 2.16.080, 2.16.180 CONCERNING CITY MANAGER, AND ADOPTING A NEW 2.28.010, 2.28.020 WHILE RENUMBERING CURRENT CODES 2.28.010, 2.28.020 AND 2.28.030 CONCERNING THE POLICE DEPARTMENT

Section 1. Recitals.

WHEREAS, The City of McFarland ("City") desires to amend, clarify and codify its Municipal Code Chapter related to City Manager and Police Department;

WHEREAS, The Ordinance Amendment updates the Municipal Code to codify (1) the City Manager Compensation, Powers and Duties over employees, appointments, promotions, removals, and demotions and additional duties and (2) establishment of the police department and the chief of police;

WHEREAS, Adoption of this Ordinance will provide uniform and comprehensive regulations and standards related to Chapter2.16 and 2.28 of the McFarland Municipal Code.

WHEREAS, Adoption of this Ordinance is in furtherance of the City's goals and objectives while reducing the potentially negative impacts arising from incompatible Municipal Code Chapters.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND DOES ORDAIN AS FOLLOWS:

Section 2. Section 2.16 of the McFarland Municipal Code is hereby amended and restated to read as follows:

2.16.040 Compensation.

A. The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and fix by resolution or by contract, and said compensation and expenses shall be a proper charge against such funds of the city as the city council shall designate.

B. The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties or incurred when traveling on business pertaining to the city under the direction of the city council; reimbursement shall only be made, however, when a verified, itemized claim, setting forth the sums expended for such business for which reimbursement is requested, has been presented to the city council and approved.

2.16.070 Powers and duties—Authority over employees.

It shall be the duty of the city manager, and he/she shall have the authority to control, order and give directions to all officers and employees of the city other than the city attorney, Chief of Police, or the city treasurer/finance director.

2.16.080 Powers and duties—Appointments, promotions, removals and demotions.

It shall be the duty of the city manager to, and he/she shall appoint, remove, promote and demote any and all officers and employees of the city, except the city attorney, the Chief of Police, and the city treasurer/finance director, subject to the rules and regulations of the city personnel ordinance, insofar as the personnel ordinance does not conflict with the ordinance codified in this chapter, it being the intent and purpose of the city council that in case of any conflict between the ordinance codified in this chapter and the city personnel ordinance and rules and regulations thereunder, that the ordinance codified in this chapter shall prevail.

2.16.180 - Additional duties.

It shall be the duty of the city manager to perform such other duties and exercise such other powers as may be delegated to him/her from time to time by ordinance or resolution or other action of the city council. The city manager may hold any other office or position in the city other than an elective office: during the time he/she holds such other office or position he/she shall receive as compensation only the compensation payable under the provisions of this chapter or as set by resolution or contract.

Section 3. Section 2.28 of the McFarland Municipal Code is hereby adopted, amended and restated to read as follows:

2.28.010 - Established.

There is established a police department of the city consisting of a chief of police, a police force and such other officers, clerks and employees as the city council may, from time to time, prescribe.

2.28.020 - Chief of Police.

(a) The Chief of Police shall be appointed by the City Council.

(b) The Chief of Police shall be in control of the operation of the Police Department, subject to the supervision of the City Council, and shall direct the Department so it fulfills the duties delegated to it by law as follows:

(1) Under the administrative direction of the City Council, to plan, organize and direct the activities of the Police Department in law enforcement and crime prevention; and

(2) To do related work as required.

(c) The Police Department shall adhere to standards for recruitment and training established by the California Commission on Police Officer Standards and Training (POST). The POST Commission and its representatives may make such inquiries as they may deem appropriate from time to time to ascertain whether the POST standards are being adhered to.

2.28.010 – Qualification for state aid

Renumbered as 2.28.030

2.28.020 – Recruitment and training standards

Renumbered as 2.28.040

2.28.030 – Training of public safety dispatchers

Renumbered as 2.28.050

Section 4. The Amended Chapter 2.16 of the McFarland Municipal Code is set forth in Exhibit "A" to this Ordinance and incorporated herein by reference.

Section 5. The Amended Chapter 2.28 of the McFarland Municipal Code is set forth in Exhibit "B" to this Ordinance and incorporated herein by reference.

Section 6. **NOTICE.** The City clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be posted within 15 days after its passage, in accordance with Section 36933 of the Government Code.

Section 7. **Severability**. If any section, subsection, sentence, clause, phrase, or word of this Ordinance is, for any reason, deemed or held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or preempted by legislative enactment, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of McFarland hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or word thereof, regardless of the fact that any one or more sections, subsections, clauses, phrases, or word might subsequently be declared invalid or unconstitutional or preempted by subsequent legislation.

Section 8. **Effective Date**. This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

Section 9. **Certification; Publication.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

INTRODUCED, PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland, California on the 28th day of October 2021, by the following vote:

	Aye	**Nae**	**Abstain**	**Absent**
Sally Tafoya				
Maria T. Perez				
Saul Ayon				
Ricardo Cano				

_____
Sally Tafoya, Mayor

I hereby certify that the foregoing Ordinance was duly and regularly adopted by the City Council of the City of McFarland by a regular meeting thereof held on _____, 2021.

ATTEST:

_____
Francisca Alvarado, City Clerk

APPROVED AS TO FORM:

_____
Nathan M. Hodges, City Attorney

EXHIBIT A
CHAPTER 2.16 CITY MANAGER

2.16.010 - Office created.

The office of city manager of the city is created and established. The city manager shall be appointed by the city council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council. This office shall not be subject to, or have the benefits given by, the city personnel ordinance or rules or regulations thereunto applicable.

(Ord. 73 §1, 1963)

2.16.020 - Appointment of administrator pro tempore.

The city manager shall appoint, subject to the approval of the city council, one of the other officers or employees of the city to serve as administrator pro tempore during any temporary absence or disability of the city manager. In case of the absence or disability of the city manager and his failure to appoint an administrator pro tempore, the city council may designate some qualified city employee to perform the duties of the city manager during the period of disability of the city manager, subject, however, to said person furnishing a corporate surety bond conditioned upon faithful performance of the duties required to be performed as set forth in this chapter.

(Ord. 73 §4, 1963)

2.16.030 - Bond.

The city manager shall furnish a corporate surety bond to be approved by the city council in such sum as may be determined by the city council, and shall be conditioned upon the faithful performance of the duties imposed upon the city manager as prescribed in this chapter. Any premium for such bond shall be a proper charge against the city.

(Ord. 73 §5, 1963)

2.16.40 Compensation.

A. The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and fix by resolution or by contract, and said compensation and expenses shall be a proper charge against such funds of the city as the city council shall designate.

B. The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties or incurred when traveling on business pertaining to the city under the direction of the city council; reimbursement shall only be made, however, when a verified, itemized claim, setting forth the sums expended for such business for which reimbursement is requested, has been presented to the city council and approved.

2.16.050 - Powers and duties-Generally.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council, except as otherwise provided in this chapter. He shall be responsible for the efficient administration of all the affairs of the city which are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in the following sections.

(Ord. 73 §7, 1963)

2.16.060 - Powers and duties—Law enforcement.
It shall be the duty of the city manager to enforce all laws and ordinances of the city and to see that all franchises, contracts, permits and privileges granted by the city council are faithfully performed.

(Ord. 73 §8, 1963)

2.16.070 - Powers and duties—Authority over employees.
It shall be the duty of the city manager, and he**/she** shall have the authority to control, order and give directions to all officers and employees of the city other than the city attorney, Chief of Police, or the city treasurer/finance director.

(Ord. 73 §9, 1963)

2.16.080 - Powers and duties—Appointments, promotions, removals and demotions.
It shall be the duty of the city manager to, and he**/she** shall appoint, remove, promote and demote any and all officers and employees of the city, except the city attorney, the Chief of Police, and the city treasurer/finance director, subject to the rules and regulations of the city personnel ordinance, insofar as the personnel ordinance does not conflict with the ordinance codified in this chapter, it being the intent and purpose of the city council that in case of any conflict between the ordinance codified in this chapter and the city personnel ordinance and rules and regulations thereunder, that the ordinance codified in this chapter shall prevail.

2.16.090 - Powers and duties-Administrative reorganiza tion of offices.
It shall be the duty and responsibility of the city manager to recommend to the city council such reorganization of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business.

(Ord. 73 §11, 1963)

2.16.100 - Powers and duties-Attendance at council meetings.
It shall be the duty of the city manager to attend all meetings of the city council unless excused therefrom, except when his removal is under consideration.

(Ord. 73 §12, 1963)

2.16.110 - Powers and duties-Financial reports.
It shall be the duty of the city manager to keep the city council at all times fully advised as to the financial conditions and needs of the city.

(Ord. 73 §13, 1963)

2.16.120 - Powers and duties-Budget preparation.
It shall be the duty of the city manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval.

(Ord. 73 §14, 1963)

2.16.130 - Powers and duties-Purchasing officer.
It shall be the duty of the city manager to act as city purchasing officer.

(Ord. 73 §15, 1963)

2.16.140 - Powers and duties-Investigations.
It shall be the duty of the city manager to make investigations into the affairs of the city and any department or division thereof and contract for the proper performance of any obligations of the city.

(Ord. 73 §16, 1963)

2.16.150 - Powers and duties-Franchises and permits.
It shall be the duty of the city manager to see that all franchises and permits granted by the city are faithfully performed and observed.

(Ord. 73 §17, 1963)

2.16.160 - Powers and duties-Public buildings.
It shall be the duty of the city manager and he shall exercise general supervision over all public buildings, public parks and all other public property which are under the control and jurisdiction of the city council.

(Ord. 73 §18, 1963)

2.16.170 - Powers and duties-Hours of employment.
It shall be the duty of the city manager to devote his entire time to the duties of his office in the interests of the city.

(Ord. 73 §19, 1963)

2.16.180 - Additional duties.
It shall be the duty of the city manager to perform such other duties and exercise such other powers as may be delegated to him/her from time to time by ordinance or resolution or other action of the city council. The city manager may hold any other office or position in the city other than an elective office: during the time he/she holds such other office or position he/she shall receive as compensation only the compensation payable under the provisions of this chapter or as set by resolution or contract.

2.16.190 - Internal relations-Council/administrator relations.
The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders to any subordinate of the city manager. The city manager shall take his orders and instructions from the city council only when sitting in a duly held meeting of the city council and no individual councilman shall give any orders or instructions to the city manager.

(Ord. 73 §21, 1963)

2.16.200 - Internal relations-Departmental cooperation.
It shall be the duty of all officers and employees of the city to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously so far as may be consistent with their duties as prescribed by law and ordinances of the city.

(Ord. 73 §22, 1963)

2.16.210 - Internal relations-Attendance at commission meetings.
The city manager may attend any and all meetings of the planning commission, or any other commission, board or committee hereafter created by the city council or which presently exist, upon his own volition or upon direction of the city council. At such meetings which the city manager attends, he shall be heard by such commissions, boards or committees as to all matters upon which he wishes to address the members thereof, and he shall inform the members as to the status of any matter being considered by the city council, and he shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the city council.

(Ord. 73 §23, 1963)

2.16.220 - Removal.
The removal of the city manager shall be only upon a three-member vote of the whole city council, in regular council meeting, subject, however, to the provisions of the next succeeding sections of this chapter. In case of his intended removal by the city council, the city manager shall be furnished with a written notice stating the council's intention to remove him, and the reason therefor, at least ten days before the effective date of his removal.

(Ord. 73 §24, 1963)

2.16.230 - Removal-Hearing.
Within three days after the delivery to the city manager of the written notice described in Section 2.16.220, he may by written notification to the mayor, request a hearing before the city council. Thereafter, the city council shall fix a time for hearing which shall be held at the usual meeting place before the effective date of his removal, at which hearing the city manager may appear and be heard, with or without counsel.

(Ord. 73 §25, 1963)
(Ord. No. 002-2010, § 1, 2-11-10)

2.16.240 - Removal—Suspension pending hearing.
After furnishing the city manager with written notice of intended removal, the city council may suspend him from duty, but his compensation shall continue until his removal by resolution of the council passed subsequent to the aforesaid hearing, or in case no hearing is requested then on the effective date of the removal.

(Ord. 73 §26, 1963)
(Ord. No. 002-2010, § 1, 2-11-10)

2.16.250 - Removal—Council discretion.
In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the city manager to present to the city council his grounds of opposition to his removal prior to its action.

(Ord. 73 §27, 1963)
(Ord. No. 002-2010, § 1, 2-11-10)

2.16.260 - Removal—Limitation on removal.

Notwithstanding the provisions of this chapter, the city manager shall not be removed from office during or within a period of ninety days next succeeding any general municipal election held in the city at which election a member of the city council is elected; the purpose of this provision is to allow any newly elected member of the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his office. After the expiration of the ninety-day period aforementioned, the provisions of this chapter as to the removal of the city manager shall apply and be effective.

(Ord. 73 §29, 1963)

(Ord. No. 002-2010, § 1, 2-11-10)

EXHIBIT "B"
CHAPTER 2.28 POLICE DEPARTMENT

2.28.010 - Established.
There is established a police department of the city consisting of a chief of police, a police force and such other officers, clerks and employees as the city council may, from time to time, prescribe.

2.28.020 - Chief of Police.
(a) The Chief of Police shall be appointed by the City Council.
(b) The Chief of Police shall be in control of the operation of the Police Department, subject to the supervision of the City Council, and shall direct the Department so it fulfills the duties delegated to it by law as follows:

(1) Under the administrative direction of the City Council, to plan, organize and direct the activities of the Police Department in law enforcement and crime prevention; and

(2) To do related work as required.

(c) The Police Department shall adhere to standards for recruitment and training established by the California Commission on Police Officer Standards and Training (POST). The POST Commission and its representatives may make such inquiries as they may deem appropriate from time to time to ascertain whether the POST standards are being adhered to.

2.28.030 - Qualification for state aid.
The city declares that it desires to qualify to receive aid from the state under the provisions of Chapter 1 of Title 4, Part 4, of the California Penal Code.

(Ord. 63 §1, 1961)

2.28.040 - Recruitment and training standards.
Pursuant to Sections 13510(c) and 13525 of said Chapter 1, the McFarland police department will adhere to the standards for recruitment and training established by the commission of peace officer standards and training.

(Ord. 63 §2, 1961)
(Ord. No. 003-2010, § 1, 4-8-10)

2.28.050 - Training of public safety dispatchers.
The commission on peace officer standards and training and its representatives may make such inquiries as deemed necessary to ascertain that the public safety dispatcher personnel of the McFarland police department adhere to the standards for recruitment and training established by the commission.

(Ord. No. 003-2010, § 1, 4-8-10)

CITY OF MCFARLAND MEMORANDUM

TO: THE HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN M. HODGES, CITY ATTORNEY

DATE: 10/18/2021

SUBJECT: Report, Discuss, and approve the creation of the Assistant City Manager position

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RECOMMENDATION:

Staff recommends city council approve and authorize the Interim City Manager to create the Assistant City Manager position.

FISCAL IMPACT:
The Assistant City Manager position will have a salary based on experience, and, based on the Council's direction to modify the current organizational structure, will likely have little, to no impact on the current budget.

DISCUSSION:
In the past, the city has managed its various departments by way of a City Manager and various directors. Based on vacancies in various departments, the City Manager recommends creating a position that can assist in day-to-day operational management while also filling the vacancies of department director positions.

The City Manager believes the creation of this position will allow the city to operate more efficiently and effectively. This change would allow the City Manager to fully concentrate on large City issues without the time constraint that comes from day to day operational issues. Supervision would be best handled by the City Manager.

ATTACHMENTS:
Announcement for the Assistant City Manager Position.

CITY OF MCFARLAND

ASSISTANT CITY MANAGER

SALARY: Depends on Experience

OPENING DATE: 10/20/2021

CLOSING: Until filled

POSITION SUMMARY

Reporting to the City Manager, the City is seeking an engaging and dynamic professional to be its next Assistant City Manager. The Assistant City Manager performs highly responsible and complex management and administrative duties and undertakes a variety of special projects for the City Manager; assists the City Manager with the direction and coordination of the activities of all City departments; directly supervises assigned program areas; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; performs the duties of vacant City Director positions; and serves as acting City Manager as required.

This is a full-time, executive management position requiring significant administrative, analytical and technical skills. This position is an at-will position that reports directly to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for assigned functions, services, and activities of the City.
2. Assume the duties of Vacant Director Positions.
3. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
4. Establish, within City policy, appropriate service and staffing levels for assigned functions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
6. Plan, direct, and coordinate, through management level staff, the work plan for assigned functions; assign projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

7. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Participate in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
10. Conduct special studies and analyses of regional, local and agency issues for the City Manager; conduct organization and management reviews; formulate recommendations and prepare reports; evaluate programs and prepare studies and analyses.
11. Participate in the development of City goals, objectives, polices, and priorities; incorporate community input into goals and objectives for the City Manager's and City Council's approval; develop new polices in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.
12. Coordinate activities of the City Manager's Office with other City departments and divisions and with outside agencies.
13. Coordinate and participate in providing responsible staff assistance to the City Manager, City Council, and other City boards and commissions as assigned; attend City Council meetings and other public meetings to assist or represent the City Manager.
14. Serve as acting City Manager as required; oversee City operations in the City Manager's absence; provide assistance to the City Council; respond to requests for policy implementation direction; review draft City Council agendas, conduct agenda meetings, and sign staff reports.
15. Supervise the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review.
16. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; recommend policies and procedures.
17. Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Operations, services, and activities of a municipality.
- Government, council, and legislative processes.
- Principles and practices of municipal budget, preparation, and administration.
- Current social, political, and economic trends and operating problems of municipal government.

- Principles and practices of program development and administration.
- Advanced principles and practices of organization, management, and supervision.
- Principles and practices of strategic planning.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

Ability to:

- Provide effective leadership and coordinate the activities of assigned municipal organization.
- Develop and administer City-wide goals, objectives, and procedures.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Negotiate and resolve complex issues.
- Make effective public presentations.
- Delegate authority and responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training: A Bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related field. Master's degree in public or business administration is highly desirable.

or

Experience: Progressively responsible experience in municipal government that demonstrates broad knowledge of governmental functions and includes five years of management and supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is conducted primarily in an office setting. Work involves some travel and frequent attendance at meetings, including many that may be conducted during the

evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPLICATION

To apply, please complete and application online at www.mcfarlandcity.org. **Resumes will not be accepted in lieu of a City employment application.** To be considered for this position, please submit complete employment application and resume.

EQUAL OPPORTUNITY EMPLOYER

The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

_____
Print Name

_____
Signature

_____
Date