

**CITY OF LACONIA  
CITY MANAGER  
JOB DESCRIPTION**

**DATE: 4/2022**

**JOB SUMMARY:**

Chief Administrative Officer of Laconia; manages the overall activities of the City government, including budgeting, personnel, planning, and policy development and enforcement.

**ESSENTIAL JOB FUNCTIONS:**

Has direct supervision of all City departments, commissions, boards and officers with the exception of the City Council, the Laconia Police Commission, the Library Board of Trustees, the Laconia Water Works, and the Laconia Parks and Recreation Commission.

Ensures enforcement of all City Ordinances, City Charter and the general laws of the State of New Hampshire.

Plans, organizes, and provides management direction and effective leadership to City departments to increase their efficiency and effectiveness; prepares strategic plans and annual work objectives.

Coordinates the efforts of departments to solve or prevent organizational problems and to ensure that inter-departmental operations complement one another.

Plans and implements short-term or annual goals, objectives, and strategies for the City, departments, projects, or programs to ensure efficient organization and completion of work.

Oversees the development of the annual City budget; ensures that City Council policy and interdepartmental planning and programming considerations are incorporated.

Confers with elected officials to keep them informed on key issues and progress toward objectives and to gain their support and approval.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants, and presenting technical data to elected officials and others.

Represents the City at various functions, such as making speeches at civic and business associations and meeting with developers, officials, citizens, representatives of the press, and influential persons within the community to establish goodwill and resolve/respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies; responds or refers to appropriate department for action and follow-up.

Acts as chief negotiator for the City of Laconia in matters involving contracts, purchases and sales, labor negotiations and other similar activities.

Monitors legislation and changing regulatory landscape for issues that may impact City operations, serves as advocate for the City with legislators and state and federal agencies.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer    Calculator  
Telephone

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree (Master's degree) from a four-year college or university in public administration or a related field; and, six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of public administration.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

**Skill in:**

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Speak effectively and respond to questions before groups of employees, officials, and the general public.

Deal with the public and elected officials in an effective and diplomatic manner.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Adapt to change and to actively influence and motivate a variety of people in changing situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while intermittently sitting, standing, or walking.

**Working Conditions:**

The work is performed primarily in an office. Off-site visits are occasionally needed.