

# City Manager Duties

Include but are not limited to...

1. Enforce laws, ordinances, resolutions and Polson City Charter
2. Perform the duties required by law, ordinance and resolution of the Polson City Charter
3. Administer the affairs of the City of Polson
4. Direct, supervise and administer all departments, agencies and offices of the City of Polson except as otherwise provided by law, ordinance or the Polson City Charter
5. Carry out the policies established by the Polson City Commission
6. Prepare the Polson City Commission agenda
7. Recommend measures to the Polson City Commission
8. Report to the Polson City Commission on the affairs and financial condition of the city government
9. Execute bonds, notes, contracts and written obligations of the Polson City Commission subject to the approval of the commission
10. Report to the Polson City Commission as the commission may require
11. Attend Polson City Commission meetings and report updates
12. Prepare and present the Polson city budget to the commission for its approval and execute the budget adopted by the commission
13. Appoint, suspend and remove all employees of the city except as otherwise provided by law, ordinance or the Polson City Charter
14. Appoint members of temporary advisory committees established by the city manager
15. Prepare and market grants to secure additional funds for the City of Polson
16. Be a consensus-builder working effectively with diverse groups representing the City of Polson
17. Regularly scheduled updates of city happenings to media and posted on city website