

CITY MANAGER'S OFFICE

Department Description

The City Manager's Office directs and coordinates the work plans of all City departments in conformance with the goals and objectives established by the Mayor and City Council. The City Manager is the chief administrative officer for the City and is responsible for informing and advising the City Council regarding services the City provides to the community and ensures that appropriate administrative processes are in place to facilitate effective and efficient provision of City services. The City Manager oversees the administration of all City departments and functions and appoints the department directors. Staff in the City Manager's Office support the Mayor and City Council and are responsible for city recorder functions, City elections, management of boards, commissions and committees as well as media relations, public information, responding to citizen concerns, intergovernmental relations, and administration of the City budget.

Mission

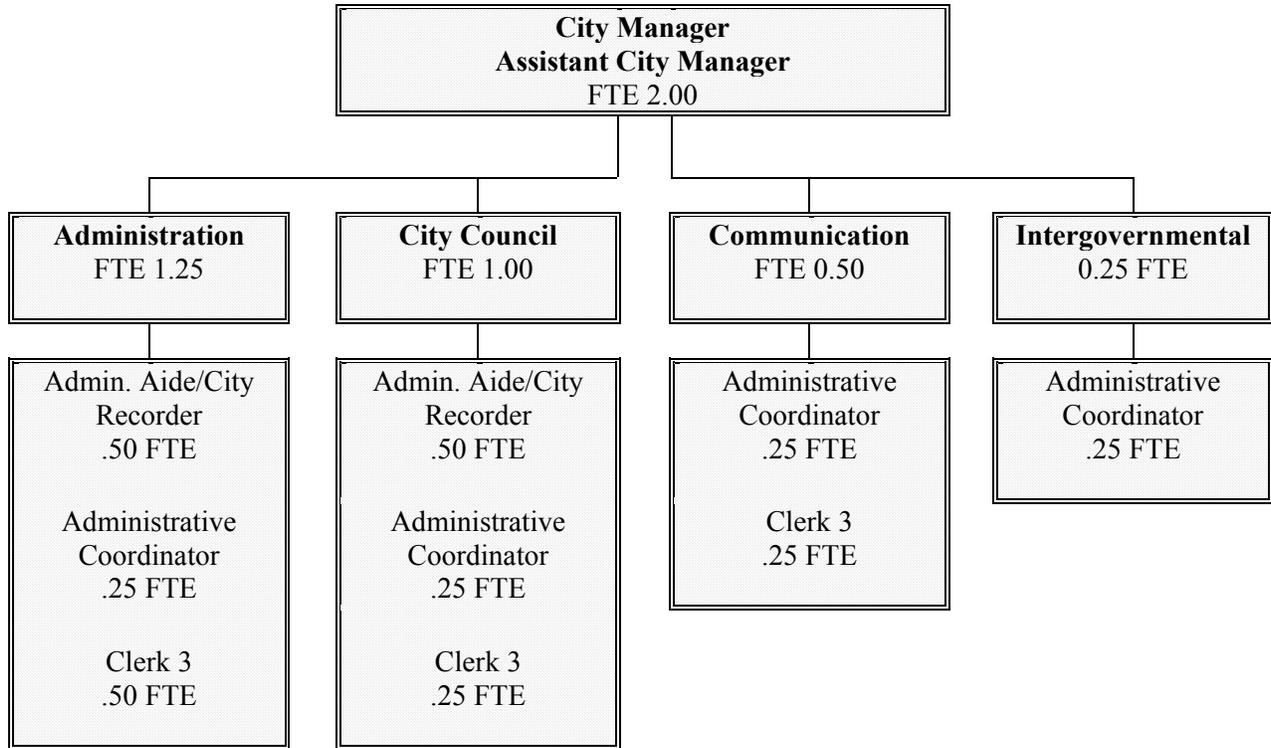
The City Manager's Office mission is to ensure that a common vision exists throughout the City's service delivery systems and that the citizens of Springfield are encouraged to participate in City government. Supporting multi-jurisdictional partnerships and maintaining excellent working relationships with other governments is a focus of the City Manager's Office. The City Manager's Office creates and facilitates systems, processes and policies necessary to provide quality and consistent services to our community.

Outcomes

- ◆ Provide information and analysis to the City Council to enable it to accomplish its goals and targets.
- ◆ Community member/constituents satisfied with City services and operations.
- ◆ City departments and employees operate strategically with a common vision.
- ◆ Maintain excellent working relationships with other governments in the metropolitan area.
- ◆ Encourage citizen participation in City government.

CITY MANAGER'S OFFICE

Organization Chart: 5.0 FTE



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FTE Summary by Fund

| Number of Full Time Equivalents | FY02 Adopted | FY03 Adopted | FY04 Budget |
|---------------------------------|-----------------|-----------------|----------------|
| General | 5.00 | 5.00 | 5.00 |
| Total | 5.00 | 5.00 | 5.00 |

Position Summary

| Job Title/Classification: | FY01 Actual | FY02 Actual | FY02 Adopted | FY04 Budget |
|-----------------------------------|----------------|----------------|-----------------|----------------|
| Administrative Aide | 1.00 | 1.00 | .00 | .00 |
| Administrative Aide/City Recorder | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Coordinator | .00 | .00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Clerk 2 – Part-time | 1.00 | 1.00 | .00 | .00 |
| Clerk 3 | .00 | .00 | 1.00 | 1.00 |
| Senior Management Analyst | 1.00 | .00 | .00 | .00 |
| Total FTE | 6.00 | 5.00 | 5.00 | 5.00 |