

City of Lompoc

Job Descriptions for the Youth in Government program

City Manager

Under policy direction of the City Council, and as prescribed in the Lompoc Municipal Code, the City Manager is responsible to plan, direct, organize and administer the operations of the City departments; through appointed department heads to plan, direct and coordinate efficient delivery of the various municipal services and activities; to serve as Chief Executive Officer of the City; and to perform related work as required.

The City Manager is an at-will position appointed by the City Council and serves as the top executive of the city. Under direction and guidance from the City Council, the City Manager is responsible for the efficient administration of all affairs of the city and for the quality of performance of all functions of the city. Key responsibilities of the City Manager include recommending strategies and initiatives for improving economic development, infrastructure, and services, monitoring the City's financial performance, and recommending adjustments as needed, and supervising, mentoring, and evaluating department heads and other Staff members.

City Clerk

Under general direction of the City Manager to plan, organize, and direct the programs and activities of the City Clerk's office; prepares and disseminates records of actions of the City Council including agenda and minutes; administers the records management program; coordinates municipal elections; facilitates access to public records and information; and performs other work as required. This position is responsible for ensuring transparency, accessibility, and compliance with legal requirements in all city government activities.

The City Clerk is responsible for the functions of the City Clerk's Office. The position is appointed by the City Manager; the incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

Community Development Director

Under administrative direction, to plan, organize and direct the activities of the Community Development Department, including planning, redevelopment, building inspection, parks and recreation, affordable housing, code enforcement and grant programs; and perform related duties as required. The Community Development Director is responsible for overseeing and managing all aspects of community development within the City of Lompoc. Key responsibilities of the Community Development Director include overseeing and managing community development projects, parks projects, recreation programming, urban planning, housing, infrastructure, code enforcement, and economic development initiatives, developing and implementing housing programs and policies, including those aimed at increasing affordable housing options for residents, and seeking grant funding and other financial resources to support community development projects.

Human Resources Director

Under administrative direction of the City Manager, to plan, organize, and direct the City's personnel programs, including employee relations, classification and compensation plans, recruitment and selection, employee evaluation, development, and training, employee benefits, workers' compensation, employee safety, and affirmative action; to supervise the Human Resources staff; and to perform other related duties as assigned.

The Human Resources Director is the executive manager responsible for the activities of the Human Resources Department including long-term planning, development, and administration of departmental policies and procedures. The incumbent receives direction from the City Manager on administrative policy and major projects and is responsible to the City Manager for day-to-day operations.

Library Director

The Library Director serves as the department head of the Lompoc Library and is responsible for planning, organizing, directing and coordinating all library activities and services offered to the Lompoc and Vandenberg Village communities, supervises a staff of full-time and part-time employees, develops, recommends and administers budgets and library policy, and represents the City of Lompoc in relationships with City, County and State officials and the community. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

Management Services Director/Treasurer

Under administrative direction, to plan, organize and direct the activities and operations of the Management Services Department, including all financial activities and the Purchasing and Information Systems divisions; to serve as City Treasurer; and to perform related work as required, which would include developing and managing the City's budget, revenue projections, cost controls, long-term financial planning, overseeing the issuance and management of city debt, such as bonds or loans, ensuring compliance with debt covenants, and managing the City's cash flow.

The Management Services Director/Finance Director/City Treasurer is the executive manager responsible for a wide variety of fiscal-related and support operations, including broadband, information systems, purchasing, treasury, and utility billing. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

Public Works Director

Under administrative direction, to plan, organize and direct the activities and operations of the Public Works Department. Services are provided through seven operating Divisions consisting of Facilities, Fleet, and Street Maintenance, Engineering, Urban Forestry, Airport and Transit. Common tasks include general oversight of public works operations including our local general aviation airport and transit bus service; and to do related work as required, which includes overseeing the maintenance and repair of city infrastructure, including roads, bridges, public buildings, and street trees; managing transportation planning and traffic control to ensure the safety and efficiency of the City's roadways; and leading Public Works response during emergencies and disasters.

The Public Works Director is the executive manager responsible for coordinating the activities of engineering services for public projects and private development; streets maintenance; facilities and equipment maintenance; and airport/transit services. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

Utility Director

Under administrative direction, to plan, organize, direct, and review the overall operation of the Utilities Department, including the water, wastewater, solid waste, and electrical systems; to serve as staff advisor on utility operations; to communicate with various individuals, groups, and organizations on City utility services, and to perform related work as required. This critical role oversees the planning, operation, and maintenance of utility infrastructure, ensuring reliable and sustainable services for the community.

The Utility Director is the executive manager responsible for the activities of the Utilities Department involving water, wastewater, solid waste, and electric divisions. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

Mayor

Elected Official of the City who is the Mayor at all meetings of the City Council and plays a pivotal role in representing the City's interests and values during public ceremonies and celebrations, as well as in other public forums and meetings. The Mayor is expected to represent the city with the utmost professionalism, integrity, and dedication.

The Mayor may move, second, debate, and vote from the Chair. He/she shall not be deprived of any of the rights and privileges of a Council Member by reason of acting as Mayor. The Mayor may restate each question immediately prior to calling for the vote. Following the vote, the Mayor shall announce whether the question carried or was defeated. At his/her discretion, the Mayor may explain the effect of a vote for the audience or direct a member of the City staff to do so, before proceeding to the next item of business. The Mayor is responsible for the maintenance of order and decorum at all meetings, and decides all questions of order, subject to an appeal to the Council. The Mayor will sign all ordinances, resolutions, contracts, minutes, and other official documents approved at the meeting over which he/she presided, unless another is authorized to do so by Council action. If the Council Member who presided over the meeting is unavailable, then any Council Member who participated in the debate and decision may sign the subject document(s).

Council Member

Elected Official of the City – representing one of four voting districts –helps shape local policies, legislation, and budgets. Council Members are expected to be dedicated public servants representing the best interests of their constituents by working to improve the City's well-being. Council Members are expected to be accountable to constituents and transparent in all actions and decisions, while continuing to advocate for the public's interests. Like the Mayor's seat, all Council Members are expected to represent the city with the utmost professionalism, integrity, and dedication.

Along with the Mayor, Council Members create and pass laws and ordinances, and listen to citizen concerns. Acting as the legislative branch of the city government, the Council Members formulate land use policies and work with City Staff to make sure City services function properly, as well as attend meetings of other local government bodies when necessary. Council Members rotate serving as mayor pro-tem annually when the Mayor is unable to perform mayoral duties.