

City Manager

Department: Administration	FLSA: Exempt
Reports to: City Council	Representation: None
Pay Range: Contracted	Date Adopted: Date Revised: 09-2022

GENERAL POSITION SUMMARY:

The City Manager develops and issues administrative rules and procedures necessary to ensure proper functions of all departments and all duties and responsibilities granted by Federal and State law, and the City Charter. The City Manager is the chief administrative officer for the City and is responsible for implementation of City Council direction.

ESSENTIAL FUNCTIONS:

Unless otherwise specified as non-essential, the information contained herein, including referenced supplemental documents, is considered essential. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position. The following information is not all-inclusive.

1) Serve City Council

- a) Manage and coordinate projects to accomplish the goals and objectives of the City Council and where appropriate, maintain accountability for delegated tasks
- b) Effectively communicate, develop, and prepare accurate and complete correspondence and administrative reports
 - (1) Inform Council of all City affairs and needs
 - (2) Develop annual reports, and/or as requested by City Council
 - (3) Provide guidance to City Council directly or through staff
- c) Speak effectively and present before a variety of audiences
- d) Attend all City Council meetings and represent the City at such meetings
- e) Recommends for adoption by the Council such measures as may be deemed necessary or expedient; prepares and submits to the Council such studies and reports as may be required by that body or as may be advisable for decision-making purposes.

2) Management

- a) Coordinate and oversee all aspects of City operations
- b) Monitor performance of all City departments; appraise the quality of varied municipal services through inspection and review of work reports
- c) Develop and effectively initiate improvements in management methods

- d) Direct, supervise, and evaluate the work of all City departments, agencies, and offices
 - i) Appoint all City officers and employees, and remove them at pleasure, and have general supervision and control over them and their work with power to transfer an employee from one department to another
 - ii) Supervise the operations of all public utilities owned and operated by the City, and have general supervision over all City property
 - iii) Establish and maintain cooperative and effective working relationships with City elected and administrative officials, employees, representatives of business and government organizations, and the public.
 - iv) Coordinates the development of short- and long-range plans; gathers, interprets, and/or prepares data for studies, reports, and recommendations; coordinates activities with other agencies as needed

3) **Develop and Enforce Policies and Rules**

- a) Interpret and apply local, State and Federal laws, rules, and regulations
- b) Ensure all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed
- c) Develops administrative policies to facilitate accomplishment of objectives and mission of the City
- d) Responsible for contract administration.

4) **Fiscal Responsibility**

- a) Works directly with the Finance Director on all financial aspects related to the City
- b) Advises the City Council of financial conditions and current and future City needs
- c) Administers grants, unanticipated revenues, GO Bonds, and the adopted budget of the City by assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time

5) **Leadership**

- a) Provides leadership, direction, and guidance to all City departments
- b) Demonstrates exemplary character, and model's behavior consistent as it relates to compliance with Oregon Public Meeting Laws
- c) Provides and maintains empathetic relations with staff and stakeholders; resolves grievances; assists subordinates in performing duties when needed
- d) Receives and responds to citizen inquiries and/or complaints; and mediates or works to find resolution

6) **Communication**

- a) Communicates official plans, policies, and procedures to City Council, staff, and the general public

- b) Performs public relations duties to include effective communication with the media; makes presentations to councils, boards, commissions, civic groups, and the general public; acts as City's liaison with other public officials, and stakeholders. Engages, and is active in, the community, including fostering strong customer service practices.

7) **Economic Development**

- a) Collaborates with staff to develop opportunities for business, industrial growth, economic development, and urban renewal
- b) Works with citizen and business groups to encourage and develop economic opportunities to expand and attract business to the community to maintain and improve economic vitality of the City

TASKS, TOOLS AND TECHNOLOGY:

- 1) Standard office equipment including telephones, computer, printer, fax machine, and copy machines
- 2) Computer software programs including Microsoft Office Suite and/or similar programs (i.e., Google Suite)
- 3) Specialized or custom software
- 4) City owned passenger vehicle

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Comprehensive knowledge of principles and practices of public administration, particularly as applied to the management of diversified municipal governmental services
- 2) Thorough knowledge of municipal government organization including the relationships, powers, and function within a municipal government and with other governmental jurisdictions
- 3) Knowledge of full-service municipal operations including finance, human resources, public works, public safety, and community development
- 4) Knowledge of laws, rules and regulations associated with municipal government, such as budgeting and land use regulations
- 5) Skill in efficiently and effectively administering municipal government, including ability to organize programs and projects, and assure they are carried through to completion
- 6) Ability to carry out directives of the City Council, including, where appropriate, effectively delegating responsibilities, while ensuring accountability for those responsibilities, using benchmarking as appropriate
- 7) Ability to prepare and/or analyze comprehensive reports, contracts, studies and plans, and skill in contract administration

- 8) Knowledge of information technology; ability to oversee strategic vision for the use of progressive technology; ability to effectively use technology in the performance of duties, including computer proficiency
- 9) Knowledge of, and dedication to, safety standards, practices, and procedures
- 10) Ability to engage with, and be active in, the community, including fostering strong customer service policies and practices.
- 11) Ability to demonstrate unquestioned integrity and ethical character. Demonstrate commitment to public service and transparency in government.
- 12) Ability to establish and maintain effective working relationships with employees, City officials and the public.
- 13) Ability to communicate effectively verbally and in writing. Skill in public relations and effective communication with the media.
- 14) Ability to establish a work environment that fosters a team approach that values the contributions and skills of employees, volunteers, and others.
- 15) Ability to perform work during standard office hours plus attend meetings and events in the evenings, and on weekends
- 16) Ability to work independently in the absence of supervision
- 17) Ability to perform the essential functions of the job

EDUCATION, CERTIFICATION, AND EXPERIENCE:

- 1) Bachelor's degree from an accredited college or university in Public or Business Administration (or closely related field); Master's degree preferred, and
- 2) A minimum of five (5) years of progressive responsibility and executive administrative experience is required; experience as a City Manager/Administrator preferred, or
- 3) Satisfactory equivalent combination of education and experience

SPECIAL REQUIREMENTS:

- 1) Must possess, or be able to obtain by time of hire, a valid driver's license
- 2) Must be able to pass the department's security clearance standards including review of criminal history, driving record, and credit history
- 3) Must be bondable

PHYSICAL DEMANDS OF POSITION AND WORKING CONDITIONS:

- 1) Work is performed primarily indoors. Work is most often inside a facility that is temperature controlled.
- 2) Hazards include:

- i) Office environment - no specific or unusual physical or environmental demands
 - ii) Regular travel outside the City
 - iii) Construction site visits
 - iv) Emergency Management
- 3) General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include:
- a) Frequent or regular weekend and/or evening meetings
 - b) Subject to emergency call out

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 09/16/2022

Adopted:

Revised:

Employee Acknowledgement/Date

Administration Approval/Date