

# EMERGENCY SUCCESSION PLAN

City of Coburg

The Appointment of an Interim Supervision of the City of Coburg in All Departments

October | 2022

*Adopted by Coburg City  
Council October 11, 2022*

# EMERGENCY SUCCESSION PLAN

## *City of Coburg*

### **Rationale**

In order to ensure the continuous coverage of duties critical to the ongoing operations of the City of Coburg and its services to clients, the City Council is adopting policies and procedures for the Immediate Interim succession of Supervisors of all City Departments.

While the Mayor and City Council acknowledge that turnover is likely to happen, it believes that due diligence in ensuring that governmental functions continue as a priority. Therefore, this plan provides continuity for a short absence, long-term absence, or a termination of employment of any of the Supervisory staff of the City. It is of great importance to retain the internal and external relationships of the City, and the progressive and uninterrupted function of the City departments. Therefore, this document becomes the official plan for managing the loss of a supervisor, and/or the City Administrator of the City.

### **Benefits**

- Supports the sustainability of the organization by ensuring future staffing needs are addressed
- Provides better human resource decisions in terms of selection and promotions
- Supports ongoing training and personal growth to possible future leaders
- Reduces hiring, training and relocation costs
- Prepares for the future with a proactive approach rather than reactive approach
- Enhances employee commitment to the organization

### **Assessments**

- Annually, each department should consider the future needs for their departments. Consideration should be given to increasing service demands, new programs, and increasing populations of the City.

- Assessing the skills, training and experience in each department is important in order to identify needs, additional skills, and future leadership for each department.
- Job Descriptions should be updated as frequently as needed in order to reflect the changing needs of the City.
- Assessment of current employees should determine their interest, desire and qualifications for future promotions, and leadership opportunities.
- Recognize that this is a small local government and therefore, we must provide a realistic view of the opportunities for advancement to all employees, while also encouraging their interest in growing in their positions and opportunities for promotion.

### **Training and Education**

- Established and relevant training programs should be present in every department. This is especially true in departments where certifications control the advancement of positions.
- Encourage leadership at every level and inspire employees to step into leadership in their current positions
- Identify employees who have an interest in advancement and provide for training and educational opportunities to gain the skills needed for promotion.

# CONTENT

The following pages list the supervisory positions of the City, and the priority responsibilities for managing in their departments.

1. City Administrator
2. City Recorder
3. Finance Director
4. Emergency Response Coordinator
5. Municipal Court Clerk
6. Planning
7. Police Chief
8. Public Works Director

## DEFINITIONS

- Succession:** The intended planning, action or process for transferring a title, office, power, and duties.
- Short-term Absence:** A temporary absence that lasts less than four weeks for which there is a clear intention that the employee will return to work. Duties may be temporarily assigned.
- Long-term Absence:** A temporary absence that lasts more than 28 days for which there may or may not be a return date for the employee. However, the intention is that the employee will return to work. Duties may be temporarily assigned.
- Termination:** The end of an employee's work at a company. Whether the employee resigns, retires, or is terminated, there is no expectation that the employee will return and the duties must permanently be reassigned.
- Promotion:** The act of raising someone to a higher position or rank to take on more responsibility.
- Temporary Promotion:** The act of raising an employee to a higher position for a temporary basis in order to cover the responsibilities of a co-worker who is on a temporary absence.
- Training for Succession:** The act of training an employee to take over the management duties of a department when the department director has resigned, retired, or is terminated.

## **GUIDING DOCUMENTS**

**This document should be used in partnership with the following documents:**

- 1. City Charter**
- 2. Employee Policy Manual**
- 3. Job Descriptions**
- 4. Employee Performance Review Policy**

## **SUPERVISOR SUCCESSION**

# CITY ADMINISTRATOR

## PRIMARY FUNCTION

- Plan and direct all administrative activities of the City, and take necessary actions to improve operations.
- Establish administrative procedures to increase the effectiveness and efficiency of the City government, according to current practices in local government and consistent with approved policies established by City Council.
- Appoint and remove all employees of the City except the Municipal Judge and City Recorder. Exercise all supervisory duties over all employee of the City, including officers of the City
- Supervise and coordinate the City's administrative policies and procedures including personnel policies and purchasing procedures.
- Attend all meetings of the City Council at which his/her attendance may be required by the City Council.
- Maintain the Priority Work Plan and Goals of the City Council and ensure that the City Staff are pursuing and executing the work plan as adopted.
- Recommend for adoption by the City Council such measures, as he/she may deem necessary or expedient.
- Ensure that all laws, ordinances and policies of the City Council are faithfully executed
- Prepare and submit to the City Council such reports as may be required or as Employee may deem advisable to submit.
- Keep the City Council fully advised of the financial conditions of the City and its future needs.
- Prepare and submit a preliminary or proposed budget, work with the Budget Committee in its analysis and review, and be responsible for administering the budget upon its adoption.
- Keep the public and City Council informed through periodic reports to City Council and public on City operations.

## SUCCESSION PLAN

When the City Administrator is temporarily disabled from acting as administrator or when the office of the administrator becomes vacant, the Mayor must appoint an administrator pro tem.



### **Short-Term Absence**

When the City Administrator anticipates a short-term absence, he/she should work with the Mayor to identify and appoint a short-term interim.

The Public Works Director is the most reasonable Candidate at this time in the City as the Public Works Department has a supervisor who can step up into the Director's position for a temporary assignment.

### **Long-Term Absence**

#### **Mayor should appoint an interim CA.**

- This can be by an interim promotion of one or more of the supervisors of the City.
- The City can contract with LCOG to assign an interim City Administrator.
- The City can work with League of Oregon Cities who maintain an Interim Candidate List. Access to the interim candidate list is provided by emailing [LOC@orcities.org](mailto:LOC@orcities.org).

### **Termination/Resignation**

- If the City is given notice then the current City Administrator should work with the Mayor and Council to design a hiring process. This can be done by hiring an agency who will manage the candidate search.
- If no notice is given, or if CA is terminated with no notice, then the Mayor should work with LCOG or League of Oregon Cities to hire an interim City Administrator. They should then task the interim to work with the Mayor and Council to design a hiring process.

**Training for Succession:**

- **Experience in managing a public entity, special district, large department, or non-profit.**
- **Certification or ability to seek certification through ICMA for governmental management.**
- **Experience in managing human resources for multiple employees and departments**
- **Certification in Economic Development**
- **Experience and education in Financial Management with an emphasis on governmental accounting**
- **Project Management and Planning**
- **Capital Improvement Management and Planning**
- **Experience in working with community and regional partners**
- **Experience in managing, supporting, and reporting to a board or Council**

## CITY RECORDER

### PRIMARY FUNCTION

Serves as the elected ex-officio clerk of the City Council, and attends all meetings unless excused by the Mayor.

Responsible for preparing meeting agendas and notices, keeping accurate record of proceedings, serves as the records custodian of the City, responds to public records requests, and provides records certifications.

Serves as the Election officer, coordinates, and administers the City municipal elections.

Monitor and provide annual reviews to administrative front office staff. Administrative staff is responsible for a large variety of important tasks such as utility billing, accounts receivables, customer service, facility rentals, and business licenses.

Manage and maintain City ordinances, resolutions, and public records in accordance with Oregon State statues and administrative rules

Identify and document how and why past decisions have been made and provide it to citizens and staff in a transparent way.

Manages all legal notices including public meetings, land use, financial and other.

Management execution and retention of City contracts, Intergovernmental agreements, memo of understandings, grant agreements.

Recording easements, deeds, liens and other required documents with Lane County and retaining.

## SUCCESSION PLAN

### **Short Term Absence**

When the City Recorder will be out less than four weeks and intends on returning to work the duties will be temporarily assigned to other staff. A list of deadlines and tasks will be identified and provided to the City Administrator and Mayor.

### **Long Term Absence**

When the City Recorder will not be returning for more than 28 days but the intention is to return the Charter states the Mayor shall appoint a City Recorder Pro Tem, who while acting in the capacity, shall have all the authority of the recorder.

Court Administrator | Assistant City Recorder would be qualified to be appointed and compensated as the interim City Recorder.

### **Termination/Resignation**

City Recorder is an appointed officer of the City. Charter states that officers are hired and fired by the City Council and appointed by Mayor. Mayor and City Administrator will identify and execute the recruitment process. Recruitments for supervisory staff is 30 days minimum. Current staff who are interested in the position should be encouraged to apply.

Recruitment add should be posted as normally done as well as with League of Oregon Cities, Oregon Association of Municipal Recorders, and the International Institute of Municipal Clerks. The City is members of all of the organizations.

### **Replacement Candidates**

- Prior experience or clear understanding in municipal government with limited staff. Candidates will most likely not have support staff and must be “hands-on”.
- Strong interpersonal skills are required to work effectively with citizens, staff, council, committees and commissions.

### **Training for succession**

Training an employee to take over the management duties of the City Recorder with such a small staff is not feasible. A large part of City Recorder job duties are outlined in state and municipal statutes.

To assure the succession of the City Recorders office task list and standard operation procedure sheets are used and updated regularly. Administrative staff are cross-trained as much as time allows.

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# COURT ADMINISTRATOR

## PRIMARY FUNCTION

- Coordinates court activities, and supervising administrative support personnel of the municipal court; interacts with Judges, court staff, police staff, attorneys, defendants, other departments, and other governmental agencies.
- Participates as a team leader in court arraignments, warrant preparation and docket setting activities; supervises the scheduling of court caseloads and ensures the timely processing of pending cases; performs the additional duties of a Court Clerk, as workload requires.
- Oversees and performs data entry and scanning into established law enforcement and court data systems; works cooperatively with other agencies in the development, implementation and training related to current, future law enforcement, and court data systems.
- Oversees and administers the processing of fine payments and other accounts receivable including account adjustments, balancing and preparing summary reports and deposits. Issues fine refunds as directed by the municipal Court Judge.
- Maintains records and files using automated and manual methods; enters and retrieves data using various computer systems; completes reports of court operations as required to comply with all applicable legal requirements.
- Prepares and administers the planning and formulation of operational policies, procedures
- Conducts audits as necessary to meet statutory compliance
- Completes the more difficult, sensitive and/or technical tasks that arise in the Municipal Court operation; may provide technical and clerical support for the municipal Court Judge. Serves as the Coburg Municipal Court computer system security administrator and resolves operational issues.

- Supervises the work of all employees engaged in supporting Municipal Court operations; conducts performance appraisals, participates in hiring processes and provides training and guidance to staff.
- Oversees probation, restitution, community service and alternative programs for offenders sentenced by the municipal Court Judge; works with the Judge and the Coburg Police Department to implement, update and review programs, which benefit the local Community.
- Conducts the budget preparation and administration with budgetary guidelines.
- Maintains court statistics and prepares statistical reports. Oversees maintenance of a variety of records; prepares research projects and reports in response to court orders, subpoenas and at the direction of the Municipal court Judge.
- Performs other duties that support the overall objective of this position.

## **SUCCESSION PLAN**

- **Short-Term Absence**

- **Records Clerk – Coburg Police Department**

- The Police Evidence Technician at the Coburg Police Department would be the best option within the first 24 hours of absence. This position is LEADS certified, which is required by the State to review and process court files. This staff member would also have a very basic understanding of how the court operates daily and would be able to provide the City with court services, such as taking payments, clearing license suspensions, and customer service both in person and via the telephone. The City Administration staff can also help with payments and customer service as needed.

- **Long-Term Absence**

- Continued support of the Police Evidence Technician

The City Administrator will need to locate a court clerk to help assist in further court processes and procedures such as working with the Coburg Police to enter new citations and cases, running of court day operations, processing judgements, and contacting the judge. They will also need to contact Attorney's and City Prosecutor for scheduling and new case appointments.

Coburg Municipal Court should pursue an MOU with a neighboring city to obtain a mutual support agreement for court services

- **Termination/Resignation**

City Administrator will have the responsibility of appointing a temporary Court Administrator and the design and facilitation of a hiring process.

- **Training for Succession**

Cross training a current City Hall staff member to obtain a LEADS security certification and to be able to handle immediate needs in the court including:

- Taking Payments
- Suspension Clearances
- Customer Service both in person and on the phone
- Overview of Court software program and functionalities

**Future** – Hiring of a part-time clerk who would receive training and could step into this position in the absence of the Court Administrator.



# EMERGENCY RESPONSE COORDINATOR

## PRIMARY FUNCTION

- Work with City Administrator, Police Chief, Public Works, and local Fire Chief to develop plans for emergency preparation, emergency response and community recovery;
- Coordinate the City's emergency planning efforts to work specifically within Lane County and State of Oregon response plans;
- Coordinate with other agencies, CIS and others in developing a mitigation and review of Continuity of Operations Plan (COOP) for the city;
- Develop community communication and evacuation timing strategies as needed;
- Develop plans for mutual aid for all critical City function in the event of a natural or man-made disaster;
- Develop, coordinate training and maintain a Citizens Emergency Response Team (CERT), and other programs including training and maintenance of organizational cohesiveness;
- Enhance resiliency of City assets to support continuity of government and continuity of operations;
- Establish viable communication plan/systems with: County EOC, State EOC, local Ham radio operators, power and gas companies; Oregon Department of Transportation, FEMA, local Red Cross, volunteer organizations, Television and Radio, and social media applications.
- Develop and implement a strategy for communication with residents before, during and after an emergency event.

## SUCCESSION PLAN

- **Short-Term Absence**

Currently, the Public Works Supervisor will serve as the Emergency Operations Management

So long as the City's Emergency Operations Plan is up to date, the City could manage without an Emergency Operations Manager.

- **Long-Term Absence**

City Administrator will step into the Emergency Operations Manager position and/or appoint an employee to the duties of the position

- **Termination/Resignation**

The City Administrator will assign the duties of the position to one or more supervisors of the City and/or a new position may be designed and hired.

- **Training for Succession**

FEMA training up to and including Incident Command Training

Design of tabletop exercises

Coordinating with partner agencies

Development of communications planning

# FINANCE DIRECTOR

## PRIMARY FUNCTION

- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practice.
- Prepares, interprets, and analyzes financial reports and statistical information.
- Acts as the Budget Officer, oversees City budget preparation, including reviewing preliminary department budgets, overseeing current budget and providing up to date budget
- Manages annual audit. Prepares information, answers questions, and serves as a liaison between the auditor and the City Staff.
- Is responsible for managing all duties and operations within the Finance Department, including payroll and all associated reports, journal entries and adjustments, general accounting ledgers, bank and cash reconciliation.
- Ensures Finance Department compliance with adopted City policies and procedures and implements specific policies and office procedures for subordinating staff.
- Manages employee benefits, such as group insurance and PERS, and assists in compliance with regulations associated with personnel policies, FLSA, COBRA, Wage and Hour laws, etc.
- Attends regularly scheduled City Council meetings, budget meetings, responds to inquiries and questions regarding the City's finances.
- Oversees the Finance and Utility Billing software, including upgrades, repair, and technical assistance.
- Performs any other duties as required by the City Administrator, Mayor, or Council.

## SUCCESSION PLAN

- **Short-Term Absence**
  - City Administrator- Will identify and assign tasks and duties.

- **1-4 Weeks**
- **Long-Term Absence**
  - City Administrator- Will identify and assign tasks and duties. May get temporary support from an agency.
    - 1-3 Months
- **Termination/Resignation**

The City Administrator would be responsible putting together a plan for replacing the Finance Director. We would use the job description and follow the hiring process that is in place at the time of recruitment
- **Training for Succession**

Training for a current City of Coburg employee on some of the tasks that the Finance Director performs on a daily basis. The training would be on the existing specialty finance software the City has in place. The Finance Director would help with in house training. We would also use the software vendor to get training of specific modules of the software. These include Accounts Payable, Clearing House, and Special Assessments. They would also use the Standard Operating Procedures (SOP) that have been created by City staff.

- GFOA Natural Standards Training
- OGFOA Training
- Oregon Municipal Budget Training
- Access to all essential financial programs
  - All Banks
  - Payroll Process
  - Current Financial Software
  - Benefits Plans
  - PERS Web Site

# PLANNING

## PRIMARY FUNCTION

- Review and evaluate land use proposals and building permits for compliance with Federal, State and local rules and regulations;
- Perform professional research and writing related to current and long range planning programs, special projects and studies
- Manage the revision of land use documents and related ordinances.
- Provide land use related customer service
- Prepare reports, plans designs, and implement specific goals expressed by the City Council and the Planning Commission as it pertains to the planning and development of the community.
- Assist with the development and implementation of Economic Development programs and projects.
- Create and maintain project maps and data
- Ensure compliance with all conditions of approval as stated by the Planning Commission.
- Serve as the Staff representative in the management of the Planning Commission, Heritage Committee and any other committees or commissions assigned to the department.
- Represent the City in regional transportation and development meetings at the county and state level as needed.
- Responds to inquiries from the public by phone and through correspondence; provides information on specialized programs or projects, including policies, regulations and issues to officials, citizens and interested groups.
- Facilitate the promotion and partnership of the department with the City Staff, City Council, Planning Commission, and citizens with timely and helpful information, facilitation of community input, and the overall commitment to serving the best interest of the community of Coburg.
- Oversees the administrative function of the department including but not limited to the management of records, correspondence, committee and commission information, and timely and consistent update to informational documents and applications
- Participation in the City Department Leadership Team.
- Attendance at City meetings, public hearings, open houses, and community meetings as required for the engagement in the development and economic wellbeing of the community.
- Maintain planning office in a clean, neat and organized fashion.

## SUCCESSION PLAN

- **Short-Term Absence**

Currently the planning office is ran by an associate planner of the City with some supervision provided by the City Administrator and a Planning Manager at Lane Council of Governments. In the event of a short-term absence, the City Administrator would contact Jake Callister at LCOG and inform him that we need a contract planner to step in to take over all planning procedures at Coburg. City Administrator will also need to identify administration tasks and interaction with customers and assign tasks and responsibilities for interacting with LCOG Staff.

- **Long-Term Absence**

Same as short-term. Coburg could seek an interim intern to serve as the liaison between the City and LCOG.

- **Termination/Resignation**

The City Administrator would design and facilitate the hiring process for an associate planner or a planning director. It would be determined at the time of the design of the hiring process which position would be filled according to the greatest need and available budget of the City.

# POLICE CHIEF

## PRIMARY FUNCTION

- Plans, coordinates, supervises and evaluates police department operations.
- Develop and maintain an efficient and effective organization.
- Plans and implements a law enforcement program for the City in order to better carry out
- The policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Supervises and coordinates the preparation and presentation of an annual budget for the
- Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Directs the training and development of department personnel.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Manager regarding the department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Responsible for the selection of department personnel.

- Directs investigation of major crime scenes.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

## **SUCCESSION PLAN**

- **Short-Term Absence**

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate the Police Sargent to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- Patrol Sergeant
- Senior Patrol Officer

- **Long-Term Absence**

- The purpose of the OACP Linebacker Interim Leadership Assistance program is to provide interim Police Department leadership to cities during periods when a vacancy has occurred in the office of the Chief of Police.
- Such vacancies may be the result of a number of factors such as the transition between a former chief and a new chief or an extended absence of the chief. The program provides an opportunity for a city to benefit from the leadership of an experienced law enforcement executive professional during such periods.
- When a police chief vacancy occurs, the City will be faced with the challenge of keeping the police department moving forward. The goal of the Linebacker program is to link cities and police departments that require short-term leadership and management of the police department with a qualified retired Police Chief, or currently employed mid-level police commander/executive, with proven leadership ability.



- The Oregon Association Chiefs of Police (OACP) has established and maintains a list of qualified candidates who are willing and able to serve as an interim Chief of Police. The city may request assistance from the OACP to provide a list of potential candidates for consideration. The City Administrator or Mayor must initiate the request. On receipt of such a request, the OACP Executive Resources Committee chair shall contact registered Linebacker members and ascertain who is available to serve the city. The OACP Executive Director will then provide the city with a portfolio of potential candidates. The responsibility and the involvement of OACP and the Executive Resources Committee of OACP shall end once the list of potential candidates has been provided to the city.
- It shall be the responsibility of the City Administrator to interview and select the individual who will serve as the interim Chief of Police.

- **Termination/Resignation**

The responsibility for replacing the Police Chief would be held by the City Administrator who will design and facilitate a hiring process. CIS has the resources and can assist in this process.

- **Training for Succession**

- **MANAGEMENT CERTIFICATION**

Management certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Management certifications are optional certifications except a Chief of Police must obtain management certification within 2 years of appointment. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.

DPSST does not have any requirements for individuals to obtain Management Certification. However, management training is required for individuals moving into a management role as indicated in their Agency Rank Structure. You can register for an academy class or submit an F22 Management Training Equivalency form to comply with the

training requirement. Education Credits calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education. The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission: Rank must be listed in Agency Rank Structure Report as qualifying to receive management certification.

Must possess Supervisory certification in the requested discipline. (IRIS Certification Tab) Must have completed DPSST management training or submitted an F22 equivalency within 5 years. (IRIS Training Tab) Must have at least 90-college education credits (IRIS Education Tab) must be currently employed in a Middle Management, Assistant Department Head, or Department Head position, and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab) Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) Documents Required: DPSST form F7 Application for Certification

- **EXECUTIVE CERTIFICATION**

- Executive certification is intended to reflect an officer's level within the public safety community. DPSST issues these certifications based on specific guidelines to ensure they are transferable between all agencies within Oregon. Officers can obtain this certification by meeting the requirements for certification detailed below. Executive certifications are optional certifications. Persons wishing to hold these certifications must demonstrate they possess the Board approved statewide requirements.
- Education Credits
  - Education credit calculation: Quarter credit = Education Credit; Semester credit X 1.5 = Education Credit Training used to obtain college credit cannot be used for both training and education. Meaning if a college/university accepted a 40-hour training towards a degree, that 40 hours cannot be used in both training and education.

- The following requirements must be reflected in DPSST records, accessible via CJ IRIS, prior to application submission:
    - Rank must be listed in Agency Rank Structure Report as qualifying to receive executive certification.
    - Must possess Management certification in the requested discipline. (IRIS Certification Tab) Must have at least 90 college education credits. (IRIS Education Tab)
    - 100 hours of DPSST- approved executive level training within the preceding 5 years. (IRIS Training Tab)
    - Must be currently employed in a Middle Management position as an Assistant Department Head or Department Head as defined by the agency rank structure, and have 2 years of experience in an eligible position within the preceding 5 years. (Limited or acting management does not qualify) (IRIS Employment Tab)
    - Have current First Aid/CPR Certification (can be submitted on an F6 Roster) (IRIS Requirements Tracking Tab) below are examples of executive level training, other trainings may also qualify. Be sure to identify the 100 hours on a separate sheet of paper when applying for Executive Certification.
      - FBI National
      - OEDI
      - International Public Safety Leadership and Ethics Institute (IPSLEI)
      - Northwest Leadership Seminar
      - Executive Development Seminar
      - Civil Liability / Risk Management
- Documents Required:
  - DPSST form F7 Application for Certification
  - Memo on agency letterhead detailing Course Name, number and hours reflecting the 100 hours of executive training. A printout of IRIS with the courses identified is acceptable.

# PUBLIC WORKS DIRECTOR

## PRIMARY FUNCTION

- Plans, schedules, and implements construction, maintenance, and operational functions designed to provide quality street, park, water and wastewater services for the City.
- Communicates effectively and respectfully with the City Administrator, City Council, City Planning staff, Public Works staff, and the community.
- Oversees all functions of municipal water and wastewater system including repairing and maintaining equipment, taking daily readings, analyzing results, and conducting laboratory testing;
- Conducts inspections for streets and parks construction and maintenance;
- Maintains maps of all water main lines, streets, and other relevant utility locations;
- Plans and implements required training and safety programs for public works personnel; conducts regular safety committee meetings as required;
- Prepares the annual budget for streets, parks, water and wastewater funds and related reserve funds; monitors and controls departmental expenditures to ensure compliance with the City's policies and procedures and local budget law;
- Evaluates, develops and implements goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities;
- Prepares required studies and reports for all regulating agencies, City Council, Planning Commission, Planning Department and City Administrator;
- Keeps accurate records of all documentation relating to Public Works;
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts; ensures contractor compliance with time and budget parameters for the project;
- Works closely with the City Planning Department performing initial building and construction plan review for infrastructure improvements, development, construction, usually related to right-of-way, locations of utilities, and implementing public utility service procedures for both new and existing development;
- Responsible for purchasing materials and supplies unique to the Public Works Department; maintains budgetary control, purchases only when necessary and exercises prudence and accountability in spending;

- Receives and resolves citizen complaints and questions regarding public works' functions and personnel in accordance with City procedure;
- Schedules staffing of on-call hours to ensure response to emergency calls, including after-hours responses;
- Attends City Council meetings, as well as other Board and Committee meetings as directed by the City Administrator;
- Oversee and inspect new sewer lines and related components, installing and relocating fire hydrants, and other maintenance, construction, repair of sewer and water lines, street, parks and storm drainage facilities to ensure all aspects of the systems are functioning properly;
- Coordinates the location of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations;
- Provides operations guidance for construction of sidewalks, drainpipe installations, culvert installations, and road construction;
- Responsible for compliance with all regulations from OSHA, EPA, OSHD, DOF, DSL and DEQ, including compliance of wastewater permit regulations;
- Disposes of surplus property as required by State law;
- Confers and meets with the public on matters pertaining to both public works and planning;
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services;
- Maintains current engineer(s), construction project engineer(s), City, County, State and Federal agencies, professional and technical groups' contact information and acts as a City liaison;
- Evaluates public works needs and formulates long range master plans, and short and long range capital improvement plans to meet needs in all areas of responsibility, including street, water, sewer, drainage, street lighting, and parks;
- Other duties as may be assigned or required.

## **SUCCESSION PLAN**

- **Short-Term Absence**

Public Work Supervisor

- **Long-Term Absence**

Public Work Supervisor

- **Termination/Resignation**

The City Administrator will hold the responsibility for design and facilitation of a hiring process. This can be either an external or an internal hiring process depending on the skills of the current employees within the Public Works Department.

- **Training for Succession**

The Public Works Management Framework is to grow leaders within. Teaching/coaching all team members on almost all job requirements from the top down and the bottom up is essential in order to continue a quality team. The Public Works belief system is education through regular team meetings on current City Council actions, Park & Tree actions, Planning action and community interactions such as Citizen Inquiries, Festival and Event planning that occur throughout the year. Team members are always learning about local, state and federal requirements for reporting purposes and who the current contacts are who hold positions so that they have the information and person to contact for such things as reporting on projects that are being constructed or are in planning/design phases. Interaction between the City Engineers is essential for all team members. It is in the best interest of the City for all team members to be educated and have broad knowledge so that they can step into a role at a moment's notice.

### **Public Works Director**

- Certifications needed through the State of Oregon Drinking Water and DEQ
- Must have 5 years Public Works Experience

**WATER**

- Distribution I
- Cross Connection Specialist

**WASTEWATER**

- Collections II
- Treatment III

**OTHER**

- Flagger Cert.
- Confined Space
- Competent Person

**Public Works Supervisor**

- Certifications needed through the State of Oregon Drinking Water and DEQ

**WATER**

- Distribution I
- Cross Connection Specialist

**WASTEWATER**

- Collections I(must be willing to go to level II within 3years)
- Treatment II(must be willing to go to level III within 3years)

**OTHER**

- Flagger Cert.
- Confined Space
- Competent Person

**Operator III**

- Certifications needed by City of Coburg

**WATER**

- Distribution I

**WASTEWATER**

- Collections I
- Treatment I

**OTHER**

- Flagger Cert.
- Confined Space
- Competent Person

**Operator II**

- Certifications needed by City of Coburg
  - Must have Flagger Cert. within one year
  - Competent Person