



## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	City Manager
<b>FLSA STATUS:</b>	Exempt
<b>SALARY RANGE:</b>	N/A
<b>REPRESENTATION:</b>	Contract

### **GENERAL POSITION SUMMARY:**

Responsible for the overall management of the City organization. Plans and directs the activities of all City departments and functions. Assists the City Council in the creation of city policies and programs and implements them as directed by the City Council. The City Manager is the administrative head of city government and performs other duties as the council prescribes consistent with the City Charter.

### **ESSENTIAL JOB FUNCTIONS:**

- Administers and enforces the City Charter; Responsible for all operations of the City.
- Maintains and enhances complex organizational relationships, both internally and externally; Collaborates effectively with other agencies regarding intergovernmental issues and solutions.
- Analyzes, interprets, summarizes, and presents administrative and technical information/data in an effective manner.
- Assists City Council work through the visioning process to set realistic goals for the future; Communicates effectively; Assists in guiding the policy creation process and manages conflict in a constructive manner.
- Attends all Council Meetings; Manages and coordinates projects to accomplish the goals and objectives of the City Council; Keeps the City Council at all times advised as to the financial condition and needs of the City.
- Meets with the City Council in regular and special meetings, gives information and transmits special or regular reports covering varied problems of municipal operations, and advises Council members in their deliberations on policy or legislative matters.
- Supervises the preparation and implementation of the annual budget, reviews and approves departmental needs and estimates and transmits the budget document to City Council for review and approval.
- Confers with department directors and others on varied operating and administrative problems, reviews departmental plans, programs, and procedures, and suggests new innovations or methods to improve the standard of services rendered by the City.
- Administers all the terms and provisions of ordinances, franchises, leases, contracts, permits, and privileges granted by the City are fulfilled to the satisfaction of the council.
- Appoints, supervises, controls, disciplines, and removes city personnel, except appointees of the mayor or council; Organizes and reorganizes the department structure of city government as needed.
- Attends meetings and represents the city in various community organizations and groups explaining city issues, projects, and encouraging citizen participation and support.

- Responds to citizen inquires and complaints; resolves issue or refers to appropriate department when possible; follows through to ensure resolution.
- Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
- Performs other duties as required.
- Establishes and maintains positive working relations with coworkers, citizens, and the general public.

### **JOB SPECIFICATIONS:**

#### **Mandatory Requirements:**

- Master's degree in public administration, management, leadership or a related field from an accredited college or university or a minimum of 10 years of combined equivalent experience in the Public Sector or senior management level position can substitute for Master's degree
- Bachelor's degree in public administration, management, leadership or a related field.
- Eight (8) years of experience in a progressively more responsible senior management position; five (5) years of Public Sector management experience is desirable.
- Excellent communication skills both verbal and written; demonstrated ability to guide a city and departments through growth and change.

#### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of the principles and practices of public budgeting, finance, reporting, personnel management and labor law.
- Considerable knowledge of and ability to identify pertinent issues and concerns as it relates to growth.
- Ability to appraise the quality of varied municipal services using various performance measurements.
- Ability to lead staff in an effective manner to achieve the goals of the organization.
- Ability to develop and prepare effective and complete correspondence and administrative reports; be committed and involved in the community.

#### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of municipal government organization; powers and functions and relationships with other government jurisdictions.
- Thorough knowledge of principles and practice of public administration, particularly as applied to the management of diversified municipal government services.
- Emergency Management Experience; ICS 100, 200, 700 & 800.
- Experience with and understanding of Oregon Budget Law.

#### **Special Requirements/Licenses:**

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the City's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

### **SUPERVISION RECEIVED:**

Works under the direction of the City Council.

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for all City employees, directly and through subordinate department heads.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in an office environment under usual office working conditions. The noise level in the work area is typical of most office environment, with telephones, personal interruptions, and background noises. Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- Travel is a regular part of this classification, including local and regional meetings.
- This position may regularly be required to work evenings and weekends.



## JOB DESCRIPTION

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*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

Mayor

Adopted: 12/24/16

Revised : 09/2018

*This job 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.*

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**Employee**

**Date**