

# City of Oregon City

# Position Description

Position: City Manager	City Commission Appoints
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Commission	No Salary Schedule

## Summary

Plans, organizes, and directs the overall administrative activities and operations of the City; advises and assists the City Council; and represents the City's interests with other levels and agencies of government, business interests, and the community at large

## Distinguishing Career Features

## Essential Duties and Responsibilities

Develops, plans, and implements, with council participation, goals and objectives for the City; recommends and administers policies and procedures necessary to provide municipal services; approves new or modified programs, systems, administrative and personnel policies and procedures.

Provides highly responsible administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to City Council annual reports of financial and administrative activities.

Directs, oversees, and participates in the development of the City Manager's Office work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.

Directs the development, presentation, and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.

Appoints, trains, motivates, and evaluates all City employees in the administrative service; establishes performance objectives; prepares and presents employee performance reviews; implements discipline procedures; hears and rules on employee appeals to disciplinary actions.

Directs and confers with executive staff concerning administrative and operational problems; makes appropriate decisions or recommendations for City Council adoption.

Oversees the enforcement of all City ordinances; monitors all contractual agreements with franchises and contractors.

Represents the City in the community and at professional meetings; participates on a variety of boards and commissions; attends all City Council meetings.

Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests; monitors appropriate budget accounts.

Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, operating policies and procedures.

Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interprets, analyzes, and explains policies, procedures, and programs.

Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Ensures implementation of and adherence to the City's Affirmative Action and Diversity Work Plans. Coordinates the implementation of effective processes and models to produce organization-wide diversity initiatives. Facilitates staff development on such issues as diversity and creating a respectful working environment.

Performs all duties as may be prescribed by City Council action.

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- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Modern and highly complex principles and practices of municipal administration, organization, and economic development functions and services.

Current social, political and economic trends and operating issues of municipal government.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of municipal government budget preparation and administration.

Principles and practices of organization, administration, and personnel management.

Research and reporting methods, techniques, and procedures.

Principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.

Sources of information related to a broad range of municipal programs, services, and administration.

City organizational goals and council policy.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles of supervision, training, and performance evaluation.

### ▪ **Abilities**

Provide effective leadership and coordinate the activities of the municipal organization.

Serve effectively as the administrative agent of the City Council.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.

Effectively administer a variety of Citywide programs, administrative and budgetary activities.

Identify and respond to public and City Council issues and concerns.

Interpret and apply Federal, State, and City policies, procedures, laws, and regulations.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion and persuasion.

Select, supervise, train, and evaluate assigned staff.

Develop, prepare, and administer a large municipal budget.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including City Council members, staff, committee members, public officials, business leaders, and the general public.

Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary and the ability to walk or move to various City locations. Requires the ability to use hearing and speech to make presentations to large audiences and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

- **Education and Experience**

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*