

JOB DESCRIPTION

ORGANIZATION:	City of Shady Cove, Oregon	LOCATION:	City Hall
DEPARTMENT:	Administration	DATE:	09-19-23
JOB TITLE:	City Administrator	FLSA:	Exempt

EDUCATION

Bachelor's degree in public/business administration, civil engineering or related degree from an accredited college or university preferred. Satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the job duties.

EXPERIENCE

The position requires at least four years of progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as city administrator or manager, assistant administrator or manager, finance director, City engineer or other equivalent department head.

PURPOSE OF POSITION

Serve as administrative leader of City government. Provide oversight and ensure coordination between all City operations. Responsible for development and control of annual budget and financial reporting, personnel recruitment & retention, purchasing, community and intergovernmental relations, including intergovernmental agreements and outsourced contracts and services.

ESSENTIAL JOB FUNCTIONS

Mayor and Council, Commissions and Committees. Provide support to the Mayor and Council, commissions and committees for all meetings; provide reports and information about City operations; assist in establishing goals, objectives and policies of the City; coordinate City resources to implement and enforce goals, objectives and policies. Communicate accurately, effectively, and honestly with Council, citizens, staff and intergovernmental/business partners.

Administrative/Management abilities. Establish and maintain a positive and cooperative working relationship with citizens, City officials, employees and volunteers. Effectively manage and organize projects while providing effective delegation and supervision to make sure budgets and timelines are met. Review and implement changes to improve operational economy and efficiency.

Effectively manage and oversee all City operations, including budgeting and finance, planning and land use, public safety, emergency management, public works, personnel, and all other departments/services. Acts as the city's business agent in the sale of real property and other matters related to city contracts, permits, franchise agreements and leases.

Budget/Finance. Responsible for preparation of City budget and coordination of the budgeting process including timely preparation of budget, presentation to the City Budget Committee, public hearings and review, City Council approval and adoption. Administer City budget in accordance with state law.

Prepare timely, complete, and accurate financial information and regularly present to Mayor and Council a comparison of budget to actuals, providing detailed explanations of significant discrepancies. Directs functions in all areas of accounting and finance, including receipts, disbursements, audits, contracts, special assessments, debt management as well as grant application and administration.

City Recorder. Duties include organization, compilation, and processing of council agendas. Draft resolutions, ordinances, minutes, proclamations, and reports for Council, ensuring notice and legal posting requirements are met. Attends regular and special meetings of the council, citizens advisory committees, budget committee and other ad hoc committees as directed. Ensure permanent records are maintained, including long term records management system. Direct the maintenance of real property deeds and easements. Perform election officer duties, including conduct and oversight of activities related to municipal elections.

Personnel/Human Resources. Exercises control and general supervision over all city employees. Applies principles of personnel management, team development and assigning/supervising work. Applies state and federal employment laws as well as the collective bargaining agreement. Participates in labor contract negotiations with Council direction. Manages union-related activities including communication on issues subject to the Agreement. Develop and maintain employee personnel records and procedures. Appoint, discipline, and remove employees.

Risk Management. Maintain insurance records including workers' compensation, liability, auto, and property insurance. Communicate with City's agents of record and insurance companies regarding processing and disposition of claims.

Ensure compliance with OR OSHA, implementing best practices for workplace safety. Safeguard city resources from unnecessary risks. Ensure safe work habits are followed. Assure regular safety meetings and ongoing safety programs are implemented and maintained.

Function as Emergency Management Incident Commander and serves as liaison with County, State and Federal emergency management. Advises Emergency Management Commission. Assure compliance with all FEMA rules and regulations. Responds to local city emergencies (ie., flooding) within 30 minutes.

Community relations. Assist citizens seeking information or making a complaint with focus on amicable and equitable resolutions for all. Be open and attentive to citizens with a commitment to follow-through on solutions. Exercise the highest degree of tact, patience, and professional courtesy in contacts with the public, personnel and all elected/appointed officials to maintain the highest possible standard of public service. Maintain a positive working relationship with city staff, elected/appointed officials, volunteers, other organizations, and citizens.

Represent the City in intergovernmental and public relations activities. Work with representatives from diverse public and private agencies and entities to problem solve, negotiate agreements and/or contracts and disposition of complaints and related matters.

Other duties as assigned.

SUPERVISION

The administrator reports directly to the Mayor and is responsible to the full Council. Responsible for hiring, training, supervision, retention, dismissal, and record retention of staff as well as administration of personnel policies and procedures, including the Oregon Teamsters Employment Trust Union Agreement. Ensure that personnel are properly assigned and trained; delegate when appropriate to optimize available skills and abilities.

SKILLS/ABILITIES

- Excellent verbal and written communication, including excellent public speaking skills.
- Proficient use of computer including email, Word, Excel, PowerPoint, Facebook, and web applications.
- Skill in delegating, team building, and employee engagement.
- Ability to establish and maintain effective working relationships with diverse groups.
- Knowledge of
 - o Principles and practices of public budgeting, finance as well as knowledge of federal, state, and local laws, regulations and ordinances governing Oregon municipalities.
 - o Oregon labor laws and working knowledge of mediation techniques.
 - o Municipal government organization, powers, functions, and relationships with other governmental jurisdictions.
 - o Legal requirements and procedures for conducting elections.
 - o Marketing, promotion, and tourism.
 - o Oregon land use laws.
- Ability to manage multiple, diverse projects simultaneously.
- FEMA incident command certifications and training.
- Ability to act independently, initiate problem-solving and respond to difficult questions or criticism using active listening.
- Ability to perform duties of the position: the administrator is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, operate routine office equipment and operate a motor vehicle.
- Obtain and maintain a valid Oregon driver's license upon hire with a 30-minute emergency response requirement.

Other. The administrator will serve without regard to political considerations. Administrator not required to reside within city limits. The administrator shall furnish a bond in an amount and a surety approved by the Council. The City shall pay the bond premium.

Working conditions. Duties occur both inside and outside of buildings with exposure to all types of weather conditions. The position is exempt from FLSA and subject to emergency on-call response after normal business hours. The Administrator is required to be in the office full-time.