

ORGANIZATION	City of North Plains	DATE:	05/30/2017
LOCATION:	North Plains, Oregon		
DEPARTMENT:	Finance and Administrative Services		
JOB TITLE:	City Manager		

PURPOSE OF POSITION: The City Manager is the chief administrative officer and the highest operating management level position in the City. This position is directly responsible to the Mayor and City Council. The City Manager will assist the Mayor and City Council in the development of city policies and carry out policies established by ordinances and resolutions.

ESSENTIAL JOB DUTIES:

1. Provide management to all city employees and hold each department head accountable for their specific staff. Accept full responsibility for all City activities, programs and services including directing the development and implementation of goals, objectives, policies and procedures; ensure established goals and priorities are achieved. Must have a working knowledge of the principles of personnel management and be responsible for assigning and supervising the work of others.
2. Core functions will include, but are not limited to, having a working knowledge or expertise of the following: Public Administration, Human Resources, Financial Management, Strategic Planning, Community & Economic Development, Police and Fire.
3. Review financial management systems and implementation. Work with Auditor to review and identify opportunities for improvement of internal controls to maintain accuracy and efficiency in all departments. Work closely with the Accounting Manager and department heads in the preparation of, forecasting, development and administration of the City budget.
4. Direct the development, implementation and enforcement of City personnel policies and practices as prescribed by the City Council; selects, supervises, trains and evaluates assigned staff, handles employee grievances and participates in labor contract negotiations; fosters and promotes a culture of workplace safety.
5. Represent the City with all outside agencies. Forge and maintain professional working relationships with local committees, boards, commissions and fire safety organizations; participate in inter-governmental, regional and state agencies on issues that impact the City.
6. Coordinate purchasing activities for all departments of the City.
7. Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits and other City Council directives.
8. Review and examine departmental organization and operational procedures so as to affect greater economy and efficiency in departmental management. Report monthly to the City Council on all such performance of the core functions.

9. Provide city consultants with necessary information to carry out city operations and coordinate the same with the City Council. Able to prepare requests for proposal when consultant services may be required and make recommendation to Council during final approval.
10. Attend and participate in community meetings as necessary; stay current on issues related to public administration and municipal management. Report to the Mayor and the City Council unbiased information regarding all municipal operations and deliberations in all City commissions, boards and committees.
11. Respond to and address all citizen inquiries and complaints in a professional manner, delegating authority to the appropriate department, when necessary, and follow through to ensure proper resolution. Establish and maintain a high level of customer service.

AUXILIARY JOB FUNCTIONS:

1. Represent the City at the regional, state and federal levels. Serve on critical boards and committees. Seek and use the resources of other agencies to benefit the City through development of positive working relationships with local governments and inter-governmental agencies.
2. Possess a solid working knowledge of modern human resource practices. Coordinate all recruitment, selection and termination with department heads, seeking outside advice when necessary, consistent with City personnel policies and procedures and the Oregon Revised Statutes.
3. Coordinate and be responsible for all aspects of the land use planning process and implementation.
4. Dedication to building good public relations throughout the community. Involvement in community activities and organizations is expected. Must be able to present a positive image of, and market the City to new residents, potential businesses and tourists. Maintain high visibility and profile in the community.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements: Considerable knowledge of municipal government organization; principles and practices of public administration, municipal financing, budgeting, personnel administration, land-use planning, public works and public safety.

Abilities: Supervise the activities of administrative, professional, and technical staff. Establish and maintain effective working relationship with subordinates, elected and appointed public officials, representatives of business and government organizations, and the general public. Express ideas effectively both orally and in writing. Understand and interpret federal, state and local laws, ordinances, policies and procedures. Develop, implement and administer short and long term plans. Coordinate and administer the annual budget process.

Special Requirements/Licenses: Minimum of five (5) years of progressively responsible experience in municipal government and hold a Bachelors Degree in Public or Business Administration or related areas. Or, have any satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the job duties. An advanced degree in public administration or a closely related field is desirable but not essential. Possess a valid driver's license.

ADDITIONAL REQUIREMENTS:

Facilitate group participation and consensus building; use logical and creative thought processes to develop solutions; leadership principles; political processes and impact; utilizing a computer and relevant software applications; provide strategic and visionary thinking.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, bend, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING ENVIRONMENT:

Usual office setting with some travel to attend meetings, public speaking and multi-tasking are required. Requires meetings on occasion after regular working hours and some weekend time commitments.