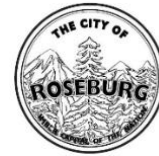


# CITY MANAGER



<b>Department:</b> Administration	<b>FLSA:</b> Exempt
<b>Reports to:</b> City Council	<b>Representation:</b> Non-Represented
<b>Pay:</b> Contractual, determined by City Council	<b>Date Adopted:</b> March 19, 2020 <b>Date Revised:</b> March 19, 2020

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.*

## **GENERAL POSITION SUMMARY:**

Working under the guidance and direction of the Mayor and eight City Council members, the City Manager is the Chief Executive Officer of the City of Roseburg. The City Manager supervises and manages all administrative and business affairs of the City, is responsible for ensuring applicable laws and ordinances are enforced and that City department heads and employees are performing their assigned duties. The City Manager is also the budget officer, coordinating the budget process to ensure the City meets all legal requirements and reflects Council priorities.

The City Manager Department includes the City Manager, City Recorder, Human Resources Director and two Staff assistants responsible for administrative support and operates on a 2018-19 budget of just over \$1 million. In addition to the specific duties of each position, the City Manager Department works with all employees and acts as a resource to all City Departments as well as elected officials.

The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with City stakeholders in order to maintain the highest standard of public service. The City Manager needs to set the example for other employees to ensure the City organization is open and available to the public and that citizens are listened to and helped to understand City government. The City Manager is required to reside within the city limits promptly after acceptance of the position and throughout the term of employment.

## **ESSENTIAL FUNCTIONS:**

*Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.*

*The following information is not all-inclusive.*

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Thorough knowledge of the organization and functions of City government, state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meetings Law and parliamentary procedures.
- Considerable knowledge of State and Federal privacy and security laws related to public records.
- Thorough knowledge of tax increment financing; can oversee the successful implementation of the City's Urban Renewal Plan if desired.

- Excellent technical skills and the ability to help the City move forward with improving its web resources and increase its social media presence. Excellent public relations and marketing skills are desired.
- Experience in grant development and administration to assist the City staff with successfully researching and applying for a variety of grant opportunities.
- The ideal candidate should have experience negotiating with and supervising within a union environment; Roseburg has three bargaining units.
- Excellent oral and written skills who can communicate collaboratively with citizens, businesses, other governmental organizations, staff and the City Council.
- Ability to communicate effectively, both orally and in writing, and to secure cooperation of others in difficult work situations.
- Skill in analyzing and resolving problems in a logical and effective manner, and the skill and ability to perform research, compile and analyze data, and write clear and accurate reports on complex subjects.
- Ability to deal with a wide variety of complex issues, perform under stress

#### **Work Standards:**

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.

and prioritize workload, focusing on Council goals and essential City functions.

- Ability to coordinate and oversee the budget process and monitor expenditures, including managing important and complex records and the ability to deal with the public and City officials with diplomacy and tact.
- Ability to work well under pressure, and focus on the big picture, while looking for opportunities to implement the Council's goals.
- Ability to motivate people and build a team atmosphere through effective delegation and follow-up.
- Ability to provide coaching to subordinate employees and allow for training and professional development opportunities.
- Ability to develop financial plans that are based on sustainable service and funding levels that will ensure ongoing expenses are supported by ongoing revenues.
- Ability to get involved and become a visible presence in the community, developing personal credibility and trust with citizens.

- Accept supervision and constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action is stressed.

#### **EDUCATION, CERTIFICATION, & EXPERIENCE:**

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

- Education: A bachelor's degree in business administration, public administration or a related field. A post graduate degree or certificate, or a master's degree in business, public administration or related field is preferred.
- Experience: Five (5) years of experience as a chief executive or department head in a local government organization or equivalent level experience in a private sector business or industry.
- At least five (5) years of experience managing and supervising employees is required.
- Experience working as a member of the regional and community economic development team, and experience in Urban Renewal, business recruitment and retention, job development, tourism and chamber coordination is desired.
- Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.
- The ideal candidate will be committed to excellent customer service.

### **WORKING CONDITIONS**

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John Van Winkle, Human Resource Director.*

While performing the duties of this job, work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed outside with a noise level and weather which may vary. May require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. On occasion, may have to work long hours in emergency situations. May be exposed to moving vehicles and equipment.

*The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a City Manager.*

### **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

### **WORK SCHEDULE**

Regular schedule is a 40-hour Monday through Friday workweek. Additional participation in after-hours work-related meetings and activities will likely be required.

### **NON-ESSENTIAL JOB FUNCTIONS**

This job description does not list any "Non-Essential" job functions.