

CITY OF MILLERSBURG OREGON CITY MANAGER'S JOB DESCRIPTION

Preface:

This job description describes the routine, on-going responsibilities of the city manager for the City of Millersburg Oregon. However, there is a short term requirement to update all governing documents as quickly as feasible to support the rapid growth of the city. Those documents include the Comprehensive Plan, Land Use Codes, City Charter and Code of Ordinances. A plan for accomplishing this requirement must be provided to the City Council within six weeks of being hired.

General Description of Classification:

Plans, organizes and directs the overall administrative activities of the City; ensures effective use of financial and human resources in the provision of City resources to the public; advises and assists the City Council; and represents the City's interest with other levels and agencies of government and the community at large.

Supervision Received:

This position works under the broad policy guidance of the City Council and reports to the mayor.

Essential Functions / Duties and Responsibilities:

The duties listed here are intended only as illustrated examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities may be expected to perform.

Supervises assigned employees which include scheduling and assigning work; mentoring, coaching and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances and making or effectively recommending hiring and termination decisions.

Promote the values of the organization through effective communications techniques within the organization and interactions with the public and other agencies.

Demonstrate personal, professional and organizational integrity in all activities.

Manage the City to achieve current and future Strategic Plan Goals with available resources.

Select, appoint, supervise and evaluate staff members; meet with them individually to review the status of their department operations and projects; consult with and advise staff in matters that include current challenges and problems, methods, alternative actions, staffing, budgeting and planning.

Provide vision, leadership and direction in the development of short and long range plans; gather, interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Provide professional advice and administrative support to the City Council; provide analysis of a wide range of municipal policies and provide periodic updates and reports to the City Council.

Recommend to the City Council such measures as the Manager may deem necessary to achieve compliance with state or federal law or improved delivery of public services.

Make presentations to the City Council, boards, commissions, civic groups and the general public; communicate adopted plans, policies and procedures to staff, media and the general public.

Confer with citizens, businesses and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the City; interpret, analyze and explain policies, procedures and programs.

Assures that the assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget and Budget Message; assure effective use of budgeted funds, personnel, materials, facilities and time.

Standardize procedures and implement administrative and human resource policies to ensure compliance with state and federal laws and improve efficiency and effectiveness of operations.

Facilitate positive, professional attitude among workers and resolve grievances.

Ensure implementation of risk management functions to minimize City liabilities.

Prepare a variety of studies, reports and related information as needed for decision making purposes.

Ensure all laws and ordinances are enforced to the extent possible within available resources and priorities of the Council.

Advise the City Council and Budget Committee of financial conditions and current and future City needs.

Attend all meetings of the City Council unless excused by the Council.

Maintain professional networks and attend training sessions and conferences as necessary to advance skill and keep abreast of issues and practices in all areas of responsibility with coordination and support by the mayor.

Represent the City by responding to the public, citizens, employees and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serve as a member of various City committees as assigned.

Assist other staff in the performance of their duties.

Maintain regular job attendance and adherence to working hours.

Operate a motor vehicle safely and legally.

Qualifications and Requirements:

Education and Experience

A Bachelor's degree in public administration, political science, business management or a closely related field from an accredited school; six years of experience as a municipal administrator or manager of a public agency or department with related duties or an equivalent combination of related education and experience

Knowledge, Skills and Abilities

Has extensive knowledge of modern policies and practices of public administration. General knowledge of: municipal finance, human resources, public works, public safety, parks and recreation, information technology, urban community development, principles of effective relations and inter-and-intra governmental relationships and community groups and agencies, private businesses and firms and other level of government.

Has proficiency in the preparation and administration of municipal budgets, planning, directing and administering municipal programs and leading reorganization initiatives. Familiarity with Oregon Budget Law.

Ability to provide effective leadership and coordinate the activities of the municipal organization; serve effectively as the administrative agent of the City Council; interpret and apply federal, state and City policies, procedures, laws and regulations; select, supervise, train and evaluate assigned staff; prepare and analyze comprehensive reports; carry out assigned projects to their completion; communicate effectively verbally and in writing using the English language fluently; establish and maintain effective working relationships with employees, city officials and the public; handle stressful situations; administer a municipal government efficiently and effectively while maintaining the highest degree of ethics.

Special Requirements

The incumbent of this position must reside within 20 minutes travel time to city hall.

Must have or have the ability to obtain an Oregon driver's license.

The manager shall not pose a direct threat to the health or safety of him / herself or others in the workplace.

Supervision

This is a supervisory position that supervises assigned employees, which includes scheduling and assigning work; mentoring, coaching and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances and making or effectively recommending hiring or termination decisions.

Physical Demands

The physical demands described here (including lifting, mobility, movement and manual dexterity) 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 essential functions.

In the performance of the job duties, the employee is frequently required to sit, talk or hear, walk, use hands to finger, handle or feel objects, tools or controls, bend and reach with hand and arms.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as keyboards, calculator and telephone.

Tools and Equipment Used

In the performance of job duties, the employee may use the following tools and / or equipment: telephone, personal computer including word processing, spreadsheet and database software, copy and fax machines, calculator and automobile.

Work Environment / Working Conditions

The work environment and working conditions described here are representative of those that are typical of the job and 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 functions. The position requires periodic work to be performed in evenings and on weekends.

In the performance of the job duties, the employee will perform in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Work is also performed on numerous meeting settings in offices, conference rooms and public spaces.

Travel is a regular part of this classification, including local and regional meetings and regular surveys of the community.