

EXHIBIT A

ORGANIZATION: City of Shady Cove, Oregon
DEPARTMENT: Administration

LOCATION: City Hall
DATE: 06/05/18

JOB TITLE: City Administrator

FLSA: Exempt

PURPOSE OF POSITION:

Perform duties required to facilitate service as administrative head of City government. Responsible for oversight and coordination of all City departments. Specifically responsible for development and control of annual budget, personnel administration and supervision, purchasing, community and intergovernmental regulations, including intergovernmental agreements and outsourced contracts and services.

ESSENTIAL JOB FUNCTIONS:

Oversee enforcement of all ordinances with the exception of provisions involving criminal violation. Develop policy recommendations for mayor and council including implementation to facilitate Council direction. Develop and maintain administrative rules consistent with Council policy. Ensure compliance with applicable State, Federal, County and jurisdictional rules and regulations.

Perform duties of Budget Officer and, as allowed in State Law, may delegate such duties as preparation of annual recommended budget for City Budget Committee and Council review and approval/adoption. Pursuant to city Charter, may authorize freeze or administratively reduce appropriations within any department as deemed necessary for proper municipal fiscal management. Directs functions in all areas including payroll, accounts payable/receivable, special assessments, treasury and bonded debt, grant/loan administration. Oversee business and other municipal licensing programs, permits, and taxes pursuant to City ordinance and Charter. Ensure all terms of leases, franchises, contracts, permits and privileges granted by the City are fulfilled.

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

Perform purchasing officer duties with capacity to delegate authority to a purchasing agent, enter into contracts on behalf of the city consistent with Council direction, adopted budget or policy.

Responsible for administration of personnel policies and procedures and administration of Oregon Teamsters Employment Trust Union Agreement. Participate in contract negotiations with Council direction. Manage Union related activities including communication with Shop Steward, Union Representative and employees on issues subject to Agreement. Develop and maintain employee personnel records and procedures. Appoint, discipline and remove appointive personnel except appointees of the mayor or council. Exercise oversight for all city-owned public utilities and real property.

Perform risk management functions including maintenance of insurance records, workers' compensation liability, auto-physical damage, property, communication with City's agents of record and City County insurance regarding processing and disposition of claims. Assist citizens seeking information or making complaints with focus on amicable and equitable resolution for all. Ensure compliance with OR OSHA and direct departments in best practices regarding workplace safety and safeguarding municipal resources from unnecessary risks, ensure continued compliance with all FEMA rules and regulations.

Ongoing review and recommendations regarding departmental and overall organization operations to effect improved economy and efficiency. Conduct research and develop reports and studies as necessary to enhance internal operations and efficiency.

Represent the City in intergovernmental and public relations activities. Interface with representatives from diverse public and private agencies and entities concerning problem-solving, negotiation of agreements and/or contracts, and disposition of complaints and related matters. Provide liaison with community regarding municipal operations to facilitate communication between citizens and all municipal functions, officers and employees/agents.

Assist the council in the development of biannual council goal setting to identify goals, priorities and policies.

Maintain cooperative working relationships with city staff, elected/appointed officials, other organizations and the general public.

Ensure safe working habits by others and follow all safety rules and procedures for work areas. Continue regular safety meetings and ongoing safety programs.

AUXILIARY JOB FUNCTIONS:

Maintain proficiency and knowledge in the application of grant programs, development of grant applications, grant administration, knowledge of pertinent legislative action and Federal, State, and County laws governing municipal operations.

Performs other duties as required.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

Thorough knowledge of principles, methods, and application of municipal governance, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS:

Four years of experience in municipal government management/administration or any satisfactory equivalent combination of experience, education, or training which demonstrates knowledge, skills and abilities to perform the job duties.

Knowledge, Skills and Abilities

Thorough knowledge of principles and practices of public budgeting, finance and Oregon Municipal Budget Law;

Knowledge of Oregon labor relations law and working knowledge of mediation techniques;

Knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions;

Knowledge of the legal requirements and procedures involved in conducting elections;

Knowledge of risk management principals and Oregon Occupational Safety and health procedures and implementation;

Knowledge of marketing, promotion, and tourism in seasonal recreation destination;

Skill in establishing and maintaining effective working relationships with employees, elected and appointed officials, other agencies and groups and the general public;

Skill in coordinating and administering the annual budget process;

Skill in preparing effective, complete correspondence and administrative reports;

Skill in organizing, directing and administering financial activities in a municipal setting;

Skill in delegating responsibilities to the appropriate areas, while maintaining accountability for the overall success of City services;

Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others;

Ability to analyze and evaluate operations, develop and implement corrective actions;

Ability to effectively communicate both verbally and in writing;

Ability to develop and implement innovative programs and services in area of assignment;

Ability to manage multiple projects simultaneously;

Ability to work independently and make competent decisions;

Ability to operate and knowledge of personal computers and working knowledge of computer programs used for city bookkeeping;

Ability to motivate and effectively supervise staff;

Ability to act independently, initiate problem-solving techniques, respond to difficult questions or criticism and listen effectively.

OTHER:

Serve without regard to political considerations and solely on the basis of administrative qualifications. Administrator need not reside within the City limits. Administrator shall furnish a bond in an amount and a surety approved by the Council. The City shall pay the bond premium.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, operate routine office equipment, and operate a motor vehicle. The position requires mobility. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS:

Duties occur both inside and outside of buildings with exposure to all types of weather conditions and on a year-round basis exposure to standard office environment. Position is exempt from FLSA and subject to emergency on-call response after normal business hours, typically by cell phone. May require working on evenings, weekends and holidays.

SUPERVISION RECEIVED:

Appointment/supervision/removal is subject to action by a majority of the council. Administrator reports directly to the mayor and is responsible to a full council.

SUPERVISION EXERCISED:

Supervise all departments, including the administrative staff and volunteers with the exception of council appointees (City Attorney, City Engineer and committee appointees).

Application of principles and methods used in finance, office management, accounting, spreadsheet data entry, budgeting and banking in a municipal setting; maintain accurate accounts receivable/payable records and payroll records. Assign, supervise, evaluate, discipline and recommend appointment and/or discharge of city personnel.

DISTINGUISHING FEATURES OF THE CLASS:

Acts as the Chief Administrative Officer of the City and operates under State Laws, the City Charter and ordinances as well as direction and rulings of the city council. Most duties of this classification involve working with the city council. Actions taken are on broad policy, planning and budget problems of the City operations as directed by the city council.

Disclaimer:

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job the employee will possess the abilities or aptitudes to perform each duty proficiently.

EXHIBIT B – PERFORMANCE CRITERIA

Ability to cooperate with the city council and staff.

Ability to cooperate with peer organizations, community citizens and leaders.

Ability to communicate effectively orally and in writing.

Ability to effectively lead city employees.

Exemplary work habits.

Full and efficient use of city services and resources.

Management skills necessary to maximize services and minimize costs.

Successful progress and growth as measured against specific objectives set forth by the city council.