

**City of Pendleton**

**Job Description**

**City Manager**

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| **Department**:  Administration | **FLSA**:  Exempt |
| **Reports to**:  City Council | **Representation**:  None |
| **Pay Range**:  Contracted | **Date**:  November, 2015 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

As the Chief Administrative Officer for the City, performs high level administrative, technical and professional work in directing and supervising the administration of city government, including planning and directing the activities of all City departments, through subordinate department managers and others. Perform various duties as contained in City Charter (in red). Act as the City's Budget Officer.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of the time. Describe WHAT is done, NOT HOW it is done. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. **Serve City Council** - To devote full time to the discharge of official duties; attend all meetings of the Council; keep the Council advised at all times of the affairs and needs of the city; and make annual reports, or more frequently if requested by the Council, of all the affairs and departments of the city. Provides professional advice to the City Council directly or through subordinate professional staff. Facilitates the development of the Council’s goals. Responsible to carry out directives of the City Council and take action to achieve goals and objectives of Council, including, where appropriate, effectively delegating responsibilities, while ensuring accountability for those responsibilities.
2. **Management** To appoint all city officers and employees, except the Municipal Judge and Treasurer, and remove them at pleasure, and have general super­vision and control over them and their work with power to transfer an employee from one department to another; to exercise supervision and control over the departments to the end of obtaining the utmost efficiency in each of them. Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Maintains harmony among workers and resolves grievances; assists subordinates in performing duties when needed.
3. **Develop & Enforce Policies & Rules** To see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are fully observed. To supervise the operations of all public utilities owned and operated by the city, and have general supervision over all city property. Develops administrative policies to facilitate accomplishment of objectives and mission of the City. Responsible for contract administration. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Recommends for adoption by the Council such measures as may be deemed necessary or expedient; prepares and submits to the Council such studies and reports as may be required by that body or as may be advisable for decision-making purposes.
4. **Fiscal Responsibility** To act as purchasing agent for all departments of the city. All purchases shall be made by requisition signed by the Manager. To be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests. Advises the City Council of financial conditions and current and future City needs. Administers the adopted budget of the City by assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Assures that programs are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control.
5. **Leadership** Provides leadership, direction and guidance to all departments; coordinates the development of short and long range plans; gathers, interprets, and/or prepares data for studies, reports and recommendations; coordinates activities with other agencies as needed. Sets example of exemplary character, and models behavior consistent with established Core Values at all times. Receives complaints and mediates or works to find resolution.
6. **Communication** Communicates official plans, policies and procedures to staff and the general public. Performs public relations duties to include effective communication with the media; makes presentations to councils, boards, commissions, civic groups and the general public; acts as City’s liaison with other public officials, and government and civic leaders. Engages, and is active in, the community, including fostering strong customer service practices.
7. **Economic Development**  Works with economic development staff to assist in developing opportunities for business and industrial growth and development and urban renewal. Works with potential developers to expand or attract business to the community to maintain economic vitality of the City.
8. **Committee/Board Responsibilities**  Is responsible to staff the City Council, Budget Committee, Capital Improvement Committee, Downtown Plan Implementation Committee, Economic Development Committee, Restore Pendleton Committee, Solid Waste Advisory Board, Pendleton Development Commission, Jump Start Committee and River Quarter Committee.  Responsibilities include: being knowledgeable of the underlying ordinance, resolution, by-laws and/or plans that govern the committee; assuring compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling vacancies according to policy; equipping  all new members with appropriate handbooks, by-laws or other information; and providing all necessary support to the board, such as research and analysis, reports, and implementation of decisions.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. To sign or countersign orders on the treasury in the absence of the Mayor or City Recorder.
2. To perform such other duties as may be required by the City charter or as the Council may require.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

**1. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in Business or Public Administration or a closely related field; or
2. Masters Degreeis preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Six (6) years of significant city administrative experience is required. Experience as a city manager/administrator preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must be bondable.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of modern public administration practices.
2. Knowledge of full-service municipal operations including finance, human resources, public works, public safety, and community development.
3. Knowledge of laws, rules and regulations associated with municipal government, such as budgeting and land use regulations.
4. Skill in efficiently and effectively administering municipal government, including ability to organize programs and projects, and assure they are carried through to completion.
5. Ability to carry out directives of the City Council, including, where appropriate, effectively delegating responsibilities, while ensuring accountability for those responsibilities, using benchmarking as appropriate.
6. Ability to prepare and/or analyze comprehensive reports, contracts, studies and plans, and skill in contract administration.
7. Knowledge of information technology; ability to oversee strategic vision for the use of progressive technology; ability to effectively use technology in the performance of duties, including computer proficiency.
8. Knowledge of, and dedication to, safety standards, practices and procedures.
9. Ability to engage with, and be active in, the community, including fostering strong customer service policies and practices.
10. Ability to demonstrate unquestioned integrity and ethical character. Demonstrate commitment to public service and transparency in government.
11. Ability to establish and maintain effective working relationships with employees, city officials and the public.
12. Ability to communicate effectively verbally and in writing. Skill in public relations and effective communication with the media.
13. Ability to establish a work environment that fosters a team approach that values the contributions and skills of employees, volunteers and others.
14. Ability to perform work during standard office hours plus attend meetings and events in the evenings, and on weekends.
15. Ability to work independently in the absence of supervision.
16. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: All Department Head positions and the Associate Director of the PDC.
2. This position reports to the City Council. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often inside a facility that is not temperature controlled.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) infrequently visiting construction sites; and would be required to command incidents in the event of an emergency.

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization over $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 11/13/15

Adopted:

Revised: July, 2020

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Employee Acknowledgement/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.