

CITY OF NEWBERG
Position Description

<u>TITLE:</u>	City Manager	<u>SALARY RANGE:</u>	\$110,000 – \$130,000
<u>DEPARTMENT:</u>	Administration	<u>LOCATION:</u>	City Hall
<u>DIVISION:</u>	City Manager	<u>DATE:</u>	February, 2011

CHARTER LEVEL:

- **Position:** The Charter designates the city manager position.
- **Personnel:** City personnel are supervised on a day-to-day basis and reviewed by the city manager. The city manager works under the guidance of the City Council and is subject to its direction.
- **Budget:** The city manager is responsible for preparing and administering the budget for the City of Newberg.

GENERAL PURPOSE:

Performs high-level administrative, technical, and professional work in directing and supervising the administration of city government. The city manager demonstrates knowledge of all laws, ordinances, resolutions, and orders to ensure that they are performed in good faith. The city manager may serve as department head of one or more departments.

The city manager is an appointive officer of the city as provided for in Chapter VIII, Section 34 of the Charter. This excerpt follows:

Section 34. City Manager.

- (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and councilors for the proper administration of all city business. The city manager will assist the mayor and councilors in the development of city policies, and carry out policies established by ordinances, resolutions, and orders.
- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the city or the state at the time of appointment.
- (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
- (1) Attend all council meetings unless excused by the mayor or council;
 - (2) Make reports and recommendations to the council about the needs of the city;
 - (3) Administer and enforce all city ordinances, resolutions, orders, franchises, leases, contracts, permits, and other city decisions;
 - (4) Appoint, supervise and remove city employees;
 - (5) Organize city departments and administrative structure;
 - (6) Prepare and administer the annual city budget;
 - (7) Administer city utilities and property;
 - (8) Encourage and support regional and intergovernmental cooperation;
 - (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
 - (10) Perform other duties as directed by the council;

(11) Delegate duties, but remain responsible for acts of all subordinates.

(f) The manager has no authority over the council, city attorney, or the judicial functions of the municipal judge.

(g) The manager, the city attorney, and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.

(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

SUPERVISION RECEIVED:

The city manager works under the broad policy guidance of the City Council, and is subject to its direction.

SUPERVISION EXERCISED:

The city manager shall exercise supervision over all municipal employees either directly or through subordinate supervisors, exclusive of city attorney, legal department staff, and municipal judge.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Knowledge of state laws and local ordinances, resolutions, and orders; oversees that they are faithfully performed.
- Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs.
- Ability to prepare and analyze comprehensive reports; ability to carry-out assigned projects to their completion; ability to effectively communicate verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the public; ability to efficiently and effectively administer a municipal government.
- Demonstrate effective personal traits such as initiative, creativity, judgment, fairness, and impartiality; demonstrates respect for individuals and for city property and utilities.
- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.

PERSONAL TRAITS:

- Demonstrates initiative.
- Demonstrates sound judgment.
- Demonstrates fairness and impartiality.
- Demonstrates creativity.

MINIMUM QUALIFICATIONS FOR EDUCATION, EXPERIENCE, AND CERTIFICATION:

A Baccalaureate degree is required in public administration, political science, business management, or a closely related field, and a Master's degree in public administration is preferred, from an accredited college or

university; five (5) years of experience as a municipal administrator; acquire and maintain appropriate, recognized professional certification; and a valid state driver's license.

TYPICAL EXAMPLES OF WORK:

The city manager may perform a combination of some or all of the following duties that are a representative sample of the level of work appropriate to this position. However, these examples do not include all duties that an employee may be expected to perform, as directed by the City Council. The following examples do not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of employer and requirements of the job change consistent with contract of employment.

1. Management:
 - a. Responsible for the management and supervision of all city departments, agencies, and offices to achieve goals within available resources by appropriately delegating duties.
 - b. Oversees the administration of workloads and staff assignments by studying, standardizing, and determining work roles, responsibilities, and procedures to improve efficiency and effectiveness of operations; preparing work schedules to expedite workflow.
 - c. Appoints and removes all department heads and employees of the city.
 - d. Assures the training, motivation, and evaluation of city staff and directs changes as needed.
2. Planning Goals:
 - a. Provides leadership and direction in the development of short and long-range plans with the city staff and the City Council.
 - b. Oversees the administration of plans, reviews progress, and directs changes as needed, based on new developments in technology, legislation, practices, and regulations.
 - c. Investigates, integrates, and implements technology where administratively and fiscally feasible.
 - d. Gathers, interprets, and prepares data for studies, reports, and policy recommendations.
 - e. Coordinates department activities with other departments and agencies as needed.
3. Communications:
 - a. Provides written and oral professional advice to the City Council and department heads in a timely, clear, thorough, and concise manner.
 - b. Communicates official plans, policies, and procedures to staff, the media, and to the general public.
 - c. Presents information to councils, boards, commissions, civic groups, and to the general public.
 - d. Issues clearly written and concise oral instructions to assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
 - e. Maintains harmony among city staff and works to resolve grievances, in a consistent manner, including giving and accepting direction and instructions in a positive way.
4. Fiscal Agent/Budget Officer:
 - a. Assures that assigned areas of responsibility are performed within budget and demonstrates effective and efficient use of budgeted funds, personnel, materials, facilities, and time pursuant to ORS Chapters 291-297.
 - b. As budget officer, performs cost control activities and monitors revenues and expenditures in all departments, to assure sound fiscal control and to encourage innovative practices.
 - c. As budget officer, prepares annual budget requests and ensures that the budget addresses the City Council's goals and objectives.
5. Community Relations:
 - a. Advises and assists city staff in performing duties to adjust errors and to address complaints.
 - b. Projects a positive public image and is courteous to the public at all times.
 - c. Maintain effective relations with media representatives.
 - d. Promotes cooperation among the City Council, staff, and citizens in developing policies and to build a sense of community.
6. Intergovernmental Relations:

- a. Maintains effective communication with local, regional, state, and federal government agencies.
- b. Actively pursues financial resources (grants) from other agencies.
- c. Contributes to good government through participation in local, regional, and state committees and organizations.
- d. Effectively represents city programs and projects with legislators and state agencies in coordination with the City Council and mayor.
- e. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations.

WORK CONDITIONS:

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 individual's with disabilities to perform the essential functions.

1. Must be bondable.
2. Ability to deal with distraught or difficult individuals.
3. Ability to attend monthly staff meetings and activities outside of normal working hours.
4. Ability and willingness to travel as needed and perform the duties and responsibilities.

REQUIRED TOOLS AND EQUIPMENT USED:

Skilled in operating personal computer, including word processing, database, and spreadsheet management, motor vehicle; ten-key calculator; phone; copy, scanner, and fax machine.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms; stand or walk for considerable distances or time. Must occasionally lift and move up to 25 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES:

The selection process includes a formal application; rating of education, experience, and certification; oral interview; and reference and background checks.

Approval by Resolution No. 2011-2934 on February 22, 2011

By: 

Mayor

Signature attests that a motion was duly passed accepting position description.

Effective Date: February 23, 2011, per Resolution No. 2011-2934