



RESOLUTION No. 2015-3240

A RESOLUTION ADOPTING A REVISED CITY MANAGER POSITION DESCRIPTION

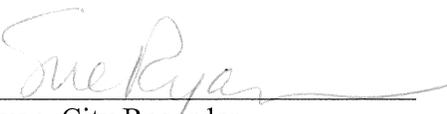
RECITALS:

1. The City has a position titled City Manager.
2. The position description for the City Manager was last reviewed and revised in 2011 and formally adopted by the City Council through Resolution No. 2011-2934.
3. The position description has been reviewed and revised to accurately reflect the current duties, responsibilities and qualifications for the position.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The position description of City Manager is attached as Exhibit "A" and by this reference is hereby adopted.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 17, 2015. **ADOPTED** by the City Council of the City of Newberg, Oregon, this 16th day of November, 2015.


Sue Ryan, City Recorder

ATTESTED by Mayor this 17th day of November, 2015.


Bob Andrews, Mayor

**CITY OF NEWBERG
POSITION DESCRIPTION**

Class Title:	City Manager	Salary Range:	\$129,000 – \$156,000
Department:	Administration	FLSA Status:	Exempt
Location:	City Hall	Date:	November, 2015

SUMMARY OF DUTIES & RESPONSIBILITIES

Performs high-level administrative, technical, and professional work in directing and supervising the administration of city government. The City Manager is responsible for preparing and administering the budget for the City of Newberg. The City Manager demonstrates knowledge of all laws, ordinances, resolutions, and orders to ensure that they are performed in good faith.

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 department heads and supervisors, exclusive of the City Attorney, legal department staff and Municipal Judge,

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.

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 in compliance with federal, state and local laws.
 - 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

This position description does not constitute an employment agreement between the City Council and the employee and is subject to change by the Council as the needs of the City and requirements of the job change.

QUALIFICATIONS - EDUCATION, EXPERIENCE, AND CERTIFICATION

A Baccalaureate degree is required, with a Master's Degree preferred, from an accredited college or university in public administration, political science, business management, or a closely related field; five (5) years of experience as a high-level director, preferably in a municipality; possession of, or the ability to obtain appropriate, recognized professional certification; must be bondable, and possess a valid state driver's license.

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 equipment and resources.

- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.
- Ability to deal with distraught or difficult individuals.
- Ability to attend meetings and activities outside of normal working hours.
- Ability and willingness to travel as needed and perform the duties and responsibilities.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to speak 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 20 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most functions will be performed in an indoor office like setting with infrequent exposure to outside weather conditions.

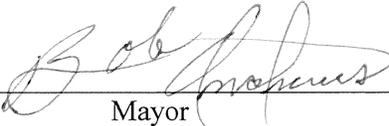
TOOLS AND EQUIPMENT USED

Skilled in operating standard office equipment and a computer with word processing, database, and spreadsheet software, and the ability to operate a motor vehicle.

SELECTION GUIDELINES

The selection process will be set forth as determined by the City Council.

Approval by Resolution No. 2015-3240 on November 16, 2015.

By: 
Mayor

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

Effective Date: November 17, 2015, per Resolution No. 2015-3240