

City of Bay City, Oregon

Job Title: City Manager

Salary: \$75,000 - \$85,000

Department: Office of the City Manager

FLSA: Exempt

General Roles and Responsibilities

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations.

Essential Functions

Administrative/Management

- Plans, organizes, and administers operations of the City, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- The director needs to be able to communicate effectively both verbally and in writing; as demonstrated by the ability to prepare accurate and concise reports and recommendations, policy and procedures and other written materials.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government. Provides for contract services and ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes and regulations.
- Ensures that the Council is kept informed of City functions, activities, and programs, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Must have personal integrity, is professional in carrying out the duties of the City Manager and who can build rapport and positive relationships within the City operations and the community.

Budget/Finance

- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the City's financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long- and short-range plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Oversees the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property. Monitors overall expenditures to ensure compliance with the budget.

- Must have a working knowledge of governmental budgeting practices and public contracting laws.

Personnel/Human Resources

- The City Manager exercises management and supervision over all City employees.
- He/she must know and apply the principles of personnel management, when managing the work of City employees and is responsible for hiring, training, assigning and supervising the work of others, including performing formal employee evaluations, and discipline of staff.
- Must understand and be able to work within federal and state employment laws.
- The City Manager must be able to work productively with City employees and set an example by being a team player who respects the opinions of others, is an active listener and can resolve difficult interpersonal situations tactfully.

Community & Intergovernmental Relations

- The City Manager represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; acts as the City liaison with the media.
- The City Manager needs to be friendly; receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions.
- He/She must have strong communication skills, including public speaking to large and small audiences. In order to successfully promote the City, the City Manager must have the ability to work closely and effectively with community groups and organizations.
- The City Manager will exhibit leadership, promote the city and serve as a model for other public works employees.
- It is important that the City Manager is able to network in the region and at the state level to maintain and develop good working relationships with a wide variety of other local governments and state agencies.

Job Qualifications

Education & Experience: Graduate of an accredited college or university with Bachelor's Degree in Public or Business Administration, Finance, Human Resources, Engineering or closely related field with minimum seven (7) years administrative/management experience, including previous experience as a chief executive officer; or an equivalent combination of education, experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Licenses; Certifications; Special Requirements: A valid Class C Oregon driver's license with a satisfactory driving record. Graduate degree in public administration, business or closely related field are desirable.

Working Conditions

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve

data using a computer keyboard, or calculator, and to operate standard office equipment. The incumbent in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements

While performing the duties of this job, the employee work conditions include: office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work Schedule

Typical hours are 40 hours per week. Attendance at various meetings may be required evening and weekend work hours.

Non-Essential Functions

Other duties as assigned.