

# City of Manzanita, Oregon

## Position Description

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**Job Title:** Assistant City Manager

**FLSA:** Exempt

**Supervisor:** City Manager

**Type:** Full-Time

**Department:** Administration

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### **General Statement of Responsibilities**

Supports the activities of the City Manager by drafting recommendations for presentation to City Council, performing administrative projects, overseeing day-to-day operations of the city, providing timely information and updates to the City Manager, responding to Council Member inquiries, and assisting the City Manager in completing special projects assigned by the City Council. Serves as City representative at assigned Community events. Performs planning functions including conducting planning reviews, responding to land use inquiries, preparing documentation for Planning Commission meetings, and responding to Commissioner inquiries.

### **Supervision Received**

Works under the general supervision of the City Manager.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position. Oversees the work of others in a lead capacity.

### **Examples of Duties - Essential Functions**

1. Implements and coordinates various administrative projects as assigned such as process and systems improvement planning, code enforcement, human resources systems analyses, facilities planning, and communication outlet planning and development.
2. Assists the City Manager in the day-to-day operations of the City by performing research, participating in strategic planning, completing required reports, and responding to inquiries from Council Members and members of the public. Provides consultative assistance to the City Manager in evaluating various issues facing the city.
3. Represents the City at meetings and conferences, serves on boards and committees as assigned, and collaborates with other jurisdictions and community groups on assigned projects and initiatives.
4. Serves as subject matter resource and point of contact for department heads on a variety of topics including human resources, planning, and general city operations.
5. Serves as planning administrator for the City by completing planning reviews; preparing documentation for Planning Commission meetings including agendas, reports, notifications, and supplemental materials; corresponds with Planning Commissioners in response to questions; serves as City contact with contracted Building Inspector; and assists and provides information regarding applications for land use actions.
6. Performs general customer service activities, serves as back up and provides assistance to administrative staff as needed.

7. Follows all safety rules and procedures for work areas.
8. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
9. Performs other related duties as assigned.

### **Screening Criteria**

#### Education and Experience:

- A Bachelor's Degree in public administration, finance, or related area;
- AND Two years' experience working in local government as a management analyst and/or City planner;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- A Master's Degree in public administration is preferred.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record may be required. AICP Designation is preferred.

Knowledge of: Broad knowledge of principles and concepts of government administration including finance, community outreach, public works, public records and meetings, and human resources. Knowledge of planning and zoning concepts and principles. General knowledge of public contracting laws and best practices, including intergovernmental agreements. Knowledges of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Strong computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Interpersonal skills. Skill in the performance of research related to a variety local government issues. Excellent customer service skills. Strong organizational skills. Skill in performing basic mathematical calculations and preparing reports.

Ability to: Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks independently with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with elected officials, consultants, staff, other agencies, and the general public. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The

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position requires mobility including the ability to frequently lift or move materials up to 5 pounds and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities.

**Working 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 individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

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**SIGNATURES:**

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

\_\_\_\_\_  
Incumbent Name

\_\_\_\_\_  
Incumbent Signature

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Date

\_\_\_\_\_  
Supervisor Name

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Supervisor Signature

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Date

Date Revised: December 2017

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