

# City of Manzanita, Oregon

## Position Description

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**Job Title:** City Manager/Recorder

**FLSA:** Exempt

**Supervisor:** City Council

**Type:** Full-Time

**Department:** Administration

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### **General Statement of Responsibilities**

As the administrative officer for the City, plans and directs the activities of all City departments, through subordinate department managers and others. Acts as the City's Personnel Officer with full authority for the resolution of personnel actions.

### **Supervision Received**

Works under the general direction of the City Council.

### **Supervision Exercised**

Supervises all City employees, either directly or through subordinate supervisors. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and fire, or effectively recommend the same.

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

1. Provides administrative direction to all City employees, directly or through subordinate department heads. Ensures satisfactory resolution of personnel issues. Develops and implements personnel policies and procedures. Reviews and provides final approval on hiring, discipline and termination recommendations. Ensures proper maintenance of personnel files, required postings, and compliance by City departments with applicable laws, regulations, ordinances and policies.
2. Manages and coordinates projects and programs to accomplish goals and objectives of the City Council. Confers with department heads and others on various operating and administrative problems; reviews departmental plans, programs and procedures; and suggests new innovations or methods to improve the standard of services provided by the City.
3. Meets with the City Council at special and regular meetings. Provides information and reports covering various aspects of the City's operations. Advises Council members in their deliberations on policy and/or legislative matters.
4. Administers City planning and zoning program. Maintains records, assists in the development of and amendments to Zoning Ordinance and Comprehensive Plan. Acts as Zoning Code Enforcement Officer.
5. Ensures legal documents of City are maintained for permanency as required by State and Federal archival laws. Ensures proper maintenance of all other City records, including filing, retention and destruction. Prepares and/or processes and records necessary legal documents with county recording section. Ensures compilation and updating of all City ordinances.

6. Serves as Budget Officer. Supervises the preparation of the annual budget; reviews and approves departmental needs and estimates; transmits budget document to Budget Committee and City Council for review and approval. Administers approved budget and monitors overall expenditures to ensure compliance with budget. Researches requirements and prepares grant applications appropriate to City activities.
7. Acts as elections officer performing various duties within guidelines of established election laws, including but not limited to composing ballot explanations and working with elections officials, notifying Council of ballot issues, processing petitions and campaign filings, etc.
8. Works with various citizen and business groups to encourage and develop economic opportunities. Attends meetings and represents the City in various organizations and groups. Explains City issues and projects and encourages citizen participation and support.
9. Responds to citizen inquiries and resolves complaints or refers to appropriate department when possible; follows through to ensure satisfactory resolution of citizen inquiries.
10. Follows all safety rules and procedures for work areas.
11. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

### **Screening Criteria**

#### Education and Experience:

- A Bachelor's Degree in public administration, business administration, planning, or related area;
- AND Five years' administrative/management experience, including at least three years of supervisory experience;
- 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.

Knowledge of: Broad knowledge of municipal government organization, powers, and functions. Knowledge of the principles and practices of public administration including finance, budgeting, management, and grant writing. Knowledge of inter- and intragovernmental relationships. General knowledge of public contracting laws and best practices. Knowledge 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: Computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Interpersonal skills. Supervisory skills. Excellent customer service

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skills. Strong organizational skills. Skill in performing basic mathematical calculations and preparing reports.

Ability to: Ability to establish and maintain effective working relationships with elected officials, consultants, staff, other agencies, and the general public. Ability to understand and carry out oral and written instructions. Ability to prioritize, delegate, and complete objectives with little functional oversight. 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 position requires mobility including the ability to frequently lift or move materials up to 10 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.

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Incumbent Name

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Incumbent Signature

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Date

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Supervisor Name

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Supervisor Signature

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Date

Date Revised: January 2018

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