

<b>ORGANIZATION:</b>	City of North Plains	<b>DATE:</b>	January 31, 2011
<b>LOCATION:</b>	North Plains, Oregon		
<b>DEPARTMENT:</b>	Finance and Administrative Services		
<b>JOB TITLE:</b>	City Manager	<b>APPROVED:</b>	January 31, 2011

**PURPOSE OF POSITION:** The City Manager is responsible to the mayor and council for the proper administration of all city business. The City Manager will assist the Mayor and Council in the development of city policies, and carry out policies established by ordinances and resolutions. The Manager shall be specifically responsible for:

**ESSENTIAL JOB FUNCTIONS:**

1. Exercise control and general supervision over all city employees, except the City Attorney and Municipal Court Judge. Must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads.
2. Provide city consultants with necessary information to carry out city operations and coordinate the same with the Council. Able to prepare requests for proposal when consultant services may be required and make recommendation to Council during final approval.
3. Work closely with the Finance Director and other department heads in the development of the city budget.
4. Forge good working relationships with a wide variety of other local governments and state agencies while encouraging and supporting regional and intergovernmental cooperation.
5. Coordinate all purchasing for all departments of the City. All purchases not approved by the Budget Committee or adopted by Council shall first be approved by the City Council.
6. Attend all meetings of the following bodies, unless excused by the Mayor or City Council. Give information and present reports regarding municipal operations that will assist in the deliberations of the respective body.
  - A. City Council, and
  - B. Planning Commission, and
  - C. Other City Council appointed Boards, Commissions or Committees, as determined.

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7. Respond to citizen inquiries and complaints in a professional manner, resolving issues or referring to appropriate department when possible, and following through to ensure resolution.
8. Monitor and enforce personnel policies and procedures, handle employee grievances, and participate in contract negotiations.
9. Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits and other city decisions.
10. Review and examine departmental organization and operation procedures so as to effect greater economy and efficiency in departmental management. Shall report periodically on such performance to the Council.

**AUXILIARY JOB FUNCTIONS:**

1. Represent the City at the regional, state and federal levels, serve on boards and committees. Use the resources of other agencies to benefit the city; through development of good working relationships with other local governments and intergovernmental agencies.
2. Coordinate all hiring and firing with department heads consistent with City personnel policies and procedures and Oregon Revised Statutes.
3. Coordinate and be responsible for all aspects of the land use planning process.
4. Dedication to building good public relations throughout the community. Involvement in community activities and organizations is encouraged. Must be able to present a positive image of, and market, the City to tourists and newcomers. Maintain high visibility and profile in the community.

**JOB QUALIFICATION REQUIREMENTS:**

**Mandatory Requirements:** Considerable knowledge of municipal government organization; principles and practices of public administration, municipal financing, budgeting, personnel administration; land use planning, and public works.

**Abilities:** Supervise the activities of administrative, professional, and technical staff. Establish and maintain effective working relationship with subordinates, elected and appointed public officials, representatives of business and government organizations, and the general public. Express ideas effectively both orally and in writing. Understand and interpret federal, state and local laws, ordinances, policies and procedures. Develop, implement and administer short and long term plans. Coordinate and administer the annual

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budget process.

**Special Requirements/Licenses:** Minimum of five (5) years of progressively responsible experience in municipal government and hold a Bachelors Degree in Public or Business Administration or related areas. Or, have any satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the job duties. Possess a valid driver's license.

**DESIRABLE REQUIREMENTS:** Management, land use planning and municipal accounting experience is desired. Be proficient with specific spreadsheets, word processing and accounting software utilized within the departments.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, bend, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Traveling, public speaking and multi-tasking are required.

**SUPERVISORY RESPONSIBILITIES:** Supervise daily operation of all city departments.

**SUPERVISION RECEIVED:** Position reports to the Mayor and City Council.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.