

ORGANIZATION:	City of Canby	DATE:	January 2009
DEPARTMENT:	Administration	UNION:	Non-Represented
TITLE:	City Administrator	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Plan, organize, and direct the overall administrative activities and operations of the City government in accordance with policies determined by the City Council. Advise and assist the City Council and represent the City's interests with other levels and agencies of government, business interests, and the community at large.

ESSENTIAL JOB FUNCTIONS:

Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative and personnel policies and procedures.

Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; prepare and submit to City Council annual reports of financial and administrative activities.

Provide management and oversight to the Economic Development Department and Urban Renewal Agency.

Plan for future development of City infrastructure to service population growth and expansion of public services.

Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; manage and control revenues and expenditures; implement midyear adjustments.

Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.

Act as the purchasing agent for all departments of the City.

Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy. Hear and rule on employee appeals to disciplinary actions.

Exhibit leadership to staff and fellow employees. Serve as a model for accomplishing the City's vision and goals. Create an environment in which employees are focused on producing excellent quality results. Set standards for excellence in internal and external customer service. Promote professional and courteous behavior.

Direct and confer with executive staff concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption. Administer specific program activities by planning, organizing, and supervising activities; establish and implement, with approval, operating policies and procedures.

Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.

Represent the City in the community and at professional meetings; participate on a variety of boards and commissions; attend all Council meetings, prepare and present staff reports and recommendations. Represent the City before the media, in legal or administrative proceedings, and to other departments, organizations or entities as required.

Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interpret, analyze, and explain policies, procedures, and programs. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Coordinate City activities with other governmental agencies and outside organizations; appoint administrative committees for coordination of services and activities.

Ensure implementation of and adherence to the City's Affirmative Action and Diversity Work Plans. Coordinate the implementation of effective processes and models to produce organization-wide diversity initiatives. Facilitate staff development on such issues as diversity and creating a respectful working environment.

Perform all duties as may be prescribed by City Council action. Perform other duties as assigned that support the overall objective of the position. Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Undertake special projects and research as directed by the Council. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

Knowledge & Skills: Broad knowledge of modern and highly complex principles and practices of municipal administration, organization, and economic development functions and services. Current social, political and economic trends and operating issues of municipal government. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Principles and practices of municipal government budget preparation and administration. Principles and practices of organization, administration, and personnel management. Research and reporting methods, techniques, and procedures. Principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. Sources of information related to a broad range of municipal programs, services, and administration. City organizational goals and council policy. Pertinent Federal, State, and local laws, codes, and regulations. Principles of supervision, training, and performance evaluation. Knowledge of word processing and spreadsheet software.

Abilities: Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods. Effectively administer a variety of citywide programs, administrative and budgetary activities. Identify and respond to public and City Council issues and concerns. Interpret and apply Federal, State, and City policies, procedures, laws, and regulations. Effectively and fairly negotiate appropriate solutions and contracts. Gain cooperation through discussion and persuasion. Select, supervise, train, and evaluate assigned staff. Develop, prepare, and administer a large municipal budget. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work including City Council members, staff, committee members, public officials, business leaders, and the general public. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

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.

Education & Experience: Equivalent to a Bachelors degree from a four-year college or university in public administration, business management, or closely related field and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid Oregon Drivers License or ability to obtain within six months.

DESIRABLE REQUIREMENTS: Masters degree in a related field. Previous Oregon experience in a City Administrator/Manager position.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized 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. Attendance at evening meetings and weekend events is required.

SUPERVISORY RESPONSIBILITIES: Supervise subordinate managers who supervise employees in all City departments, including the Urban Renewal Agency. Responsible for the overall direction, coordination, and evaluation of these units. Also directly supervise non supervisory employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SUPERVISION RECEIVED: Appointed by the City Council for an indefinite term and may be removed at the pleasure of the Council.