

City of Bandon Job Description

Job Title: City Manager

Department: Administration

Reports To: City Council

FLSA Status: Exempt

SUMMARY

Directs and coordinates administration of city government in accordance with policies determined by city council or by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Devotes the working day to the discharge of official duties, attends all meetings of the Council, unless excused therefrom by the Council or Mayor, keeps the Council advised at all times of the affairs and needs of the City, and makes reports annually, or more frequently, if requested by the Council, of all the affairs and departments of the City.

Sees that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

Prepare and submit to the Council recommendations relative to all matters requiring Council action, placing before the Council such facts, information and reports as are available to insure the making of informed decisions.

Submit to the Council a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums and to abide by the decision of the Council.

Interpret for the Council, with the assistance of the City Attorney and the League of Oregon Cities, as required, all laws, rules and regulations relevant to the City.

Act on own discretion if action is necessary in any matter not covered by ordinance or Council policy, report such action to the Council as soon as practicable, and recommend an ordinance or policy in order to provide guidance in the future.

Analyze the need and prepare in draft form such ordinances and policies that may be deemed necessary or desirable for the health, safety, or welfare of the City or for the improvement of services and make appropriate recommendations to the Council for adoption.

Perform such other duties as may be required by the Council, not inconsistent with the City Charter, State Laws or City ordinances.

FINANCIAL FUNCTIONS

Manage the financial affairs of the City in a sound manner, assuring that potential sources of revenue are identified and analyzed with appropriate recommendations to the Council, and that the City's expenses are consistent with the Council's objectives and direction.

Establish systems and supervise their maintenance for the keeping of adequate financial, business, property, personnel, and other required records of the City and to act as custodian of such records when responsibility is not that of some other City officer.

Act as purchasing agent for all departments of the City. All purchases shall be made by requisition signed by the Manager.

Be responsible for the proper administration of grant programs, including timely reporting and response to grant-maker's requests and correspondence.

Be responsible for preparing and submitting annually to the Budget Committee an understandable proposed budget and such supporting materials as are required by that body.

UTILITY MANAGEMENT FUNCTIONS

Supervise the operation of all public utilities owned and operated by the City and shall have general supervision over all City property.

Analyze the near- and long-term utility needs of the City technically and financially and recommend appropriate programs for Council review and decision to satisfy those needs.

Oversee the proceedings and submission of required reports and of all billings and collections for utilities and services.

INTERGOVERNMENTAL FUNCTIONS

Maintain knowledge of governmental trends, proposed and adopted municipal, state and federal legislation and their effect on the City's operations and recommend appropriate action to the Council.

Attend all meetings of other governmental agencies at which matters pertaining to the City appear on the agenda or are expected to be raised, or keep informed of proceedings of these meetings.

Attend such meetings, conventions or conferences and read such publications as are necessary to keep abreast of latest municipal management trends.

COMMUNITY RESPONSIBILITIES

Represent the City before the public and maintain, through cooperative leadership, both within and outside the City, a program of publicity and public relations to keep the public informed of the activities, needs and accomplishments of the City.

Meet with private citizens and interest groups seeking information or bringing complaints and attempt to resolve problems tactfully and fairly.

Be responsible for production and editing of the annual tabloid.

Must be present at the Emergency Response Center per the City's Emergency Response Plan.

TERMS OF EMPLOYMENT

Twelve months a year. Salary, fringe benefits and vacation time to be determined by the Personnel Manual as approved by the Council. In accordance with the Charter of the City of Bandon, the Manager shall be appointed for an indefinite term, and may be removed at the pleasure of the Council.

SUPERVISORY RESPONSIBILITIES

Have the authority to remove appointive City officers and employees whom he has the power to appoint, and shall closely supervise them and have control over them and their work, with power to transfer an employee from one department to another.

The Manager shall evaluate those employees for whom he has responsibility and perform this duty in a timely manner. The Manager shall supervise the departments to the end of obtaining the utmost efficiency in each of them, but shall have no control over the Council or over offices appointed by the Council, except as to budget control.

Communicate directly all actions of the Council relating to personnel matters to all City employees, and to receive from the employees all communications to be made to the Council, unless such employees request to have their desires heard in person by the Council at a Council meeting.

Confer with department heads and employees as necessary for the discussion of matters concerning the improvement and welfare of the City.

Approve vacation schedules for all salaried City employees.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

At least a Bachelor's degree, but Master's degree is desirable, preferable with a major relevant to municipal management, or experience commensurate with the foregoing qualifications.

Public relations and personnel management experience with a demonstrated ability to communicate with people in a friendly and courteous manner, even in controversial circumstances.

Experience or a demonstrated ability to perform labor relations functions.

Knowledge of utility management and appropriate experience.

Such alternatives to the above qualifications as the Council may find appropriate and acceptable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Knowledge of accounting or bookkeeping sufficient to assure adequate budget building, budgetary control, and proper fiscal accounting.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform 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 job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT 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 job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.