***Job Description: City Manager***

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**Reports To:** Mayor and/or City Council

**Department:** Administration

**FLSA:** Full-Time,Exempt

**Bargain Unit:** N/A

**Pay Range**: Range 10 ($63,996 to $86,016) or Range 11 ($70,392 to $94,596)

**GENERAL POSITION SUMMARY**

As the Chief Administrative Officer for the City, plan and direct the activities of all City departments, through subordinate department managers and others. Perform various duties as contained in John Day City Charter, Chapter V.

**DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

|  |
| --- |
| **Essential Functions/Major Responsibilities:** |
| **1.** Manage and coordinate projects and programs to accomplish goals and objectives of the City Council.**2.** Provide administrative direction to all City employees, directly or through subordinate department heads; ensure satisfactory resolution of personnel issues; review and provide final approval on hiring, discipline and termination recommendations; act as lead negotiator in labor contract negotiations.**3.** Confer with department heads and others on varied operating and administrative problems, review departmental plans, programs and procedures, and suggest new innovations or methods to improve the standard of services provided by the City.  Assesses community needs and develops and presents various policy options for Council consideration.**4.** Meet with City Council at special and regular meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters.**5.** Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.**6.** Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible; follow through to ensure satisfactory resolution of citizen inquiry.**7.** Oversight of such activities as collection and disbursement of public monies, public safety, public health construction of public works, purchasing of supplies and equipment, and provision of all city services.**8.** Review and approve departmental needs and estimates; transmit budget documents to City Council for review and approval. Administer approved budget and monitor overall expenditures to ensure compliance with budget.**9.** Ensure that all laws and ordinances are enforced except the provisions of any laws or ordinances which involve criminal violation; the responsibility in these cases shall be the duty of the Police Department**10.** Meets with representatives of other Cities, Counties, and other governmental agencies on varied problems involved in the coordination of City services and agreements with those of other governmental units.**11.** Confers with City Attorney and City Engineer concerning matters affecting the City's operation where their expertise is necessary.**12.** Serves as City Planning Official with administrative responsibility of land use and development.**13.** Serves as Director of John Day Urban Renewal Agency with administrative responsibility for the URA.**14.** Performs other duties as assigned.  |
| **Non-Essential Functions:** |
| **1.** Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, participating as a member of professional societies, and meeting with others in areas of responsibility.**2.** Maintain work areas in a clean and orderly manner.**3.** Driving. |
| **Knowledge, Skills and Abilities Required:** |
| **1.** Broad knowledge of municipal government organizations, power and functions.**2.** Inter and intra-governmental relationships.**3.** Principles and practices of public administration, public sector finance, personnel and program management.**4.** Outstanding leader and manager, possessing a high level of personal integrity and transparency.**5.** Experience in and commitment to citizen engagement in the public policies and processes utilized by their local government.**6.** Ability to motivate and encourage high performance in employees.**7.** Excellent communication skills, both oral and written. |
| **Confidentially:** |
| Responsible to develop or present management positions on collective bargaining and duties that normally require access to confidential information that contributes significantly to the development of management positions on collective bargaining. |
| **Public Interaction:** |
| Most duties of this classification involve working with community leaders, department heads of the City, and the general public. |
| **Supervisory Responsibility:** |
| Responsible for all City employees, directly or through subordinate department heads, between 15-30 staff. |

**MINIMUM QUALIFICATIONS**

|  |
| --- |
| **Education/Experience/Licenses/Certificates Required:** |
| **1.** Bachelor’s degree or related equivalent experience. Major: Business or Public Administration or related field.**2.** Master’s degree/Ph.D. Area: Public Administration or related field is desirable but not required.**3.** Three Year(s) experience in government administration.**4.** Must possess a valid driver’s license from Oregon State.**5.** Must be bondable. |

**PHYSICAL REQUIREMENTS**

**Frequency Definitions:**

**(N)** Never: Not required and not done on the job.

**(R)** Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.

**(O)** Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.

**(F)** Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.

**(C)** Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

|  |
| --- |
| **Working Conditions:** |
| **N** | **R** | **O** | **F** | **C** | **Condition** | **Comments/Detail (if applicable)** |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Indoors |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Outdoors |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Extended work hours |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Travel to multiple worksites |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Low background noise |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Moderate background noise |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | High background noise |       |
| **Working Conditions Continued:** |
| **N** | **R** | **O** | **F** | **C** | **Condition** | **Comments/Detail (if applicable)** |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Fumes/odors |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Dust |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Varied/extreme temperatures |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Cramped workspace |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Exposure to hazardous materials |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Personal protective equip. required |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |
| **Materials and Equipment Used:** |
| **N** | **R** | **O** | **F** | **C** | **Condition** | **Comments/Detail (if applicable)** |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Computer/laptop |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Mouse/Trackball |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Ten Key/Calculator |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Copier |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Fax Machine |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | E-mail |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Telephone |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Hand Tools (specify)       |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Automobile (company [ ]  personal [ ] ) |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |
| **Physical Demands:** |
| **N** | **R** | **O** | **F** | **C** | **Physical Requirement** | **Comments/Detail (if applicable)** |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Standing |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Walking |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Sitting |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Driving |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Lifting/Lowering (Max: 10 Avg. 5 lbs.)with assistive equipment? Yes [ ]  No [ ]  |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Carrying (Max. 10 Avg. 5 lbs.) |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Pushing (Max. 10 Avg. 5 lbs.) |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Pulling (Max. 10 Avg. 5 lbs.) |       |
| [ ]  | [x]  | [ ]  | [ ]  | [ ]  | Climbing (Max height: 3ft.) |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Stairs |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Balancing  |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Stooping |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Twisting |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Kneeling |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Crouching |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Crawling |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Reaching overhead |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Reaching shoulder level |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Handling |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Pinching |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Grasping |       |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | Wrist motion |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Speaking |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Hearing |       |
| **Physical Demands Continued:** |
| **N** | **R** | **O** | **F** | **C** | **Physical Requirement** | **Comments/Detail (if applicable)** |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Seeing |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Writing |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Depth Perception |       |
| [ ]  | [ ]  | [ ]  | [x]  | [ ]  | Color Vision |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other (specify)       |       |

**APPROVALS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Approval/Date Employee Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date