

**John Day City Manager Profile**  
(General Standards, Criteria, and Policy Directives)

General Roles and Responsibilities

The position of city manager is established under the 1993 City of John Day Charter. The city manager is hired by and serves at the pleasure of the city council. The manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and directives approved by the council. The city manager is the chief executive officer of the city and exercises supervision over its general affairs and all department heads and employees, except the city attorney and municipal judge. The council desires that the city manager become actively involved in the community.

Job Description/Background Requirements

See City Manager Job Description attached hereto as Exhibit A. The job description may be modified by the council as necessary or appropriate.

Skills and Performance Standards

a. Administrative/Management Abilities

The city manager must establish and maintain positive and cooperative working relationships with citizens, city officials, employees, and the city attorney. He/she must be a team leader who can hire the right people and develop a team that works effectively together. He/she must be someone who can take policy direction from the council and lead staff to make things happen. The manager must be able to effectively manage and organize projects, and provide effective delegation and supervision to make sure budgets and timelines are met. The manager must know municipal government organization, powers, functions, and relationships. Excellent written and verbal communication skills are essential. The manager will need to have the ability to talk with small and large groups on issues of importance to the city.

The city manager must have experience in and be able to manage and oversee all city operations, including the following: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; personnel; and all other city departments and services. The city manager also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise agreements, and leases. He/she must understand public purchasing and contracting requirements, as the city manager acts as the city's purchasing agent and signs all requisitions on city accounts. The city manager must be computer literate and proficient in the use of standard word processing, spreadsheet, and online communication programs (e.g., email). Knowledge of Oregon land use laws and procedures is necessary to be successful in this position.

b. Budget/Finance

The city manager must have a working knowledge of Oregon's budget laws and be capable of creatively managing declining revenues and limited resources. The city manager must have the skills and knowledge to oversee the finances of the city's utilities to assure the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds, and systems development charges. Additionally, the city manager needs to understand the components of successful economic and business development, particularly working in concert with the other local stakeholders. A successful track record in grantsmanship is a huge plus for this position.

c. Personnel/Human Resources

The city manager exercises control and general supervision over all city employees. He/she must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads. The candidate must understand and be able to work within federal and state employment laws and must

have knowledge of collective bargaining practices. The city manager acts as the chief negotiator for the city's labor contracts. He/she must be able to work productively with both classified and management employees.

d. Community Relations

On the city's behalf, the city manager must strive to be a "partner" with the business community. A manager who can encourage community involvement and foster volunteerism in the community is important. The city manager should have a demonstrated track record of community involvement and active participation in his/her community. The city manager needs to be receptive to hearing input and complaints from, and be open and attentive to, citizens and committed to following through on solutions. The city manager is expected to exercise the highest degree of tact, patience, and professional courtesy in contacts with the public, personnel employed by the city, and all elective and appointed officials to maintain the highest possible standards of public service. The city manager must have strong communication skills, including public speaking to large and small audiences. The city manager must have the desire and ability to work closely with and participate in community groups and organizations. The city manager will be the city's representative on a variety of local boards. The city manager will exhibit leadership, promote the city, and serve as a model for other city employees.

e. Council Relations

The mayor and council expect to have open, honest, and direct communication with the city manager. The city manager is expected to provide ongoing regular communication to the council on the needs and affairs of the City, including information about city department activities. The city manager will need to provide the council with complete information on policy options for matters requiring a decision to allow the council to make informed decisions. An open-door policy is expected for citizens, councilors, department heads, and employees. The council is looking for someone who can work effectively with the council to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures, board policy development, and equal access to information by all councilors will be necessary for a candidate to be successful in this position.

f. Economic Development

The city manager will be an innovative partner, working with the council to build on the city's current efforts and successes in economic development. An awareness and knowledge of the principles, methods, and practices of development, including downtown development/redevelopment and industrial development, are essential.

g. Intergovernmental Relations

It is important that the city manager "network" in the region and at the state level to maintain and further develop good working relationships with a wide variety of other local governments and state agencies, including intergovernmental work within Grant County. The city manager will be responsible for keeping the council informed about intergovernmental relations and issues involving the city. The council is looking for someone who is interested in and will keep the council informed on statewide issues affecting cities.

h. Innovation and Major Achievements/Miscellaneous

The city manager needs to be able to work with the council to implement the city's goals and objectives. The city manager must have the ability to foster productive, trusting relationships with department heads and staff to promote teamwork. Membership and participation in professional organizations is encouraged. The council is looking for someone who is creative, and who can work with the council to identify areas for improvement and help implement best practices.

The city manager is confident, full of energy and vigor, and a good sales person capable of highlighting the city's high quality of life. The city is looking for a "people person" who can gain community support and encourage citizen involvement for the numerous projects going on in the city.

Exhibit A  
Job Description  
  
(attached)

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