



CITY MANAGER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	City Manager	Effective Date:	January 1, 2020
Working Title:	City Manager	Type:	Management/Supervisory
Department:	N/A	Supervisor:	Keizer City Council
FLSA Status:	Exempt	Supervises:	City Department Directors

CLASSIFICATION SUMMARY

The City Manager is the Chief Executive Officer for the City of Keizer. This position provides the Mayor and City Councilors with information, implements policies adopted by the Council, and manages the City operations in an effective and efficient manner. The City Manager directs the administration of ordinances, contracts, leases, permits, and the fiscal budget and provides management of the city's human, technical, and physical resources through leadership to the following city departments: City Recorder, Community Development, Finance, Human Resources, Legal, Public Works, Police, and Urban Renewal.

The City Manager is appointed by, reports to, and serves at the pleasure of the City Council under contract. The City Council performs annual performance evaluations to assure that work is completed in accordance with policies, guidelines and directives. The City Manager works with the City Council in managing the City's budget which includes City Operations and Urban Renewal Agency budgets.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards. As City Manager, this position is the final signatory authority for hiring and termination decisions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally, and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as needed and operating a motor vehicle safely and legally while on City business.

40% Organizational Leadership

Identifies and reinforces organizational goals as defined by City Council.

Ensures effective delivery of service to all customers.

Promotes the flow of communication both inside and outside the organization

Recognizes and encourages innovation and performance among individuals and teams.

Empowers employees with support and resources to implement team decisions.

Fosters and encourages professional growth and skill development of employees.

Maintains city staff results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

Oversees completion of annual performance evaluations.

15% City Charter Duties

Keeps council advised at all times regarding the affairs and needs of the city.

Prepares annual reports regarding the affairs and departments of the city.

Ensures that all ordinances are administered and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are fulfilled.

Prepares and submits to the budget committee the annual budget.

Supervises the operation of all public utilities owned and operated by the city.

15% City Council Duties

Recommends policy options, program enhancements and public services by studying the changing needs of the city; identifying and anticipating community service trends; evaluating and offering options to the City Council.

Keeps the mayor and city council informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.

Develops, implements, and monitors policies and procedures.

Achieves financial objectives by developing and recommending fiscal budgets for City operations and the Urban Renewal Agency; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues.

Plays an active part in community relations and rapport by meeting with citizens and advisory groups; neighborhood associations annually; community partners (special districts, adjacent cities, and the county) reaching out to resolve concerns and settle disputes and propose potential opportunities to partner for community benefit (special events, parades, public service events, health safety and wellness).

15% City Management

Directs the management team in:

Staffing by counseling and reviewing management's proposed employee actions (hiring, termination, compensation.)

Developing fiscal budgets, by projecting resource needs.

Developing long-term programs and preparing support documentation to meet the operational needs.

Reviewing of city policies and making recommendations for revision to City Council.

Oversight of grant proposals, process, and final products.

10% Strategic Planning

Performs strategic planning for city on various working teams, committees, and boards as assigned by the City Council.

Acts as a liaison between City Council and various service users, regulatory agencies, the public, Media and others; promotes open communications between employees within the city.

Makes presentations to various city groups, City Council, and other committees.

5% Additional Duties

Coordinates projects in assigned areas in consultation with City Council, including determining project scope, timelines, and resource needs. Coordinates projects with city staff from other jurisdictions.

Maintains professional and technical knowledge by attending educational workshops and participating in professional organizations.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator, and telephones.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. The City Manager, as a supervisory position, is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. The employee will use a computer and various software programs, motor vehicle, phone, copy and fax machines, and other related tools and equipment. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. Duties include contact with employees and customers in conflict situations.

The City Manager position is a primary contact with the news media regarding on all City matters including sensitive, difficult, or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills, and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.

The City Manager works in a political environment. Lengthy hours are a condition of the position as the City Manager is required to attend all meetings of the City Council. Regular attendance required at meetings or activities outside of normal working hours. Irregular hours may include nights, weekends and/or holiday work. Occasional travel may be required.

Guidelines

The City Manager uses the following guidelines to ensure that the activities of City employees are in compliance with applicable statutes, rules, policies, and practices:

- City of Keizer Charter
- Guidelines established by City Council
- City Ordinances
- Federal Laws and Rules
- Oregon Revised Statutes
- Oregon Administrative Rules
- City Personnel Policies
- Keizer Police Association Contract
- LIUNA Local 737 Contract
- City contracts and agreements

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree in a field closely related to the work of the City (Management, Economics, Political Science), advanced coursework, a Masters or Ph.D. Degree in a related field and five (5) years experience in public service management or city administration, and three (3) years of professional management experience.

Public service management or city administration experience must include:

- Work with revenue and taxation, quantitative methods, research techniques, legislative processes, and report writing.
- Operating a computer to retrieve, edit, and manipulate data.
- Interpreting laws, rules or regulations, technical data, and reports.
- Writing clear and concise reports which include tabular and graphic presentations.
- Independent planning and implementing research projects.
- Working effectively in a local legislative environment.

- Orally communicating information effectively.

Professional management experience must include responsibility for the following:

- Development of program rules and policies.
- Development of long- and short-range goals and plans.
- Program evaluation.
- Budget planning and development.
- Media relations.
- Supervision of management, professional, craftspeople, and administrative staff (hire, assign and review work, prepare performance evaluations, and handle disciplinary actions).

An equivalent combination of experience and education/training, demonstrating ability to perform the essential functions listed in this job description may be considered.

Licenses, Certifications & Other Requirements

Pass comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Knowledge of state and federal government organization and finance, and state legislative policies and procedures.

Skill & Ability

- Communicate, both orally and written within the following environments: interpersonal, team, large groups, and public speaking.
- Work effectively with elected city councilors, other elected officials, city personnel, lobbyists, and the public. Relationships must be sustained at a nonpartisan, professional level.
- Coach, direct, and motivate a staff of professionally trained persons.
- Provide unbiased judgments on controversial issues and remain apolitical in a political atmosphere.
- Balance customer demand for products and services against ability of staff to deliver them within strict deadlines.
- Maintain and provide service while demonstrating positive interaction and a sense of humor.

Licenses, Certifications and Other Requirements

- Possession of valid Oregon driver license within 30 days after appointment; and continuous possession of such license thereafter.
- Permanent residency within City is required within 6 months after appointment. (Special circumstances may be considered.)