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**ORGANIZATION:** City of Newport  
**DEPARTMENT:** City Manager

**LOCATION:** Newport, Oregon  
**DATE:** May 2013

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**Non-Union, Supervisory, FLSA Exempt**

**JOB TITLE:** City Manager

**CONTRACTED WAGE**

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**PURPOSE OF POSITION:**

The City Manager serves as the administrative head of the city government. The City Manager is responsible to the Council for the proper administration of all city business. The City Manager will assist the Council in the development of city policies, and is charged with the duty of carrying out Council policies established by ordinances, rules, and resolutions.

**ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:**

*The City Manager may perform any of the tasks listed below; however, these examples do not include all the tasks which the City Manager may be expected to perform.*

The City Manager assumes full management responsibility, leadership, and accountability for all city operations. The City Manager plans, directs, manages and oversees all activities and operations of the city. This includes the following departments: Administration, Airport, Community Development, Finance, Fire, Library, Park and Recreation, Police, Public Works, and all volunteers. This position provides direct support and reports, directly to the City Council.

Develops, plans and implements, with Council participation, goals and objectives for the city; recommends and administers policies and procedures necessary to provide municipal services; approves new or modified programs, systems, administrative and personnel policies and procedures. Keeps Council apprised of city developments, maintains open channel of communication between administration and Council.

Responsible for development and oversight of the city's budget. Directs the development, presentation, and administration of the city budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.

Provides administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to the City Council annual reports of financial and administrative activities.

Directs and confers with executive staff concerning administrative and operational problems; makes decisions or recommendations for City Council adoption.

Establishes, within city policy and budget, appropriate service and staffing levels. Supervises, appoints, trains, motivates, evaluates, disciplines, and removes all city

employees (with the exception of City Attorney and Municipal Court Judge) establishes or oversees the establishment of performance objectives; prepares and presents employee performance reviews; implements discipline procedures; hears and rules on employee appeals to disciplinary actions.

Oversees the enforcement of all city ordinances; monitors all contractual agreements with franchises and contractors.

Represents the city at professional meetings; participates on a variety of boards and commissions, attends all City Council meetings (unless excused by Mayor or Council).

Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests; monitors appropriate budget accounts.

Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of city concern; interprets, analyzes, and explains policies, procedures, and programs.

Coordinates city activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.

Develops safe work habits and contributes to the safety of self, co-workers, and general public.

Performs other duties as required.

#### **JOB QUALIFICATION REQUIREMENTS:**

##### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

Bachelor's degree from an accredited college or university in Public Administration or Business Administration or other applicable degree; at least seven (7) years of progressively responsible experience in local government, including five (5) years of administrative or supervisory responsibility; or any equivalent combination of education and experience.

##### **KNOWLEDGE:**

Knowledge of local operations, procedures, practices, systems, and structures.

Knowledge of management techniques, principles and practices as they occur in government organizations.

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Knowledge of the role of technology in local government.

Knowledge of current social, political and economic trends and operating issues of local government.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Knowledge of principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.

Knowledge of city organization goals and Council policy.

Knowledge of urban renewal principles.

Knowledge of pertinent federal, state and local codes, and regulations. Knowledge of Oregon municipal operations and municipal law an added benefit.

#### SKILLS AND ABILITIES:

Knowledge of principles of supervision, training, and performance evaluation.

Knowledge of principles and practices of local government budget preparation and administration.

Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.

Ability to prepare and administer large and complex budgets.

Ability to provide competent advice to City Council and staff in a timely fashion.

Ability to effectively and fairly negotiate appropriate solutions and contracts.

Ability to gain cooperation through discussion and persuasion.

Ability to act as a liaison between elected officials, citizens, city departments, agencies, and the business community.

Ability to promote economic and business development.

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Ability to communicate clearly and concisely, both orally and in writing.

Ability to 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.

Ability to utilize team management concepts.

Ability to manage multiple projects often within tight timeframes.

Ability to manage and evaluate the work of subordinates.

Ability to analyze and evaluate city operations and develop and implement plans to increase or improve departmental efficiency.

Ability to utilize word processing spreadsheets and database systems sufficiently to perform assigned duties.

#### **DESIRABLE QUALIFICATIONS:**

Master's degree from an accredited college or university in Public Administration or Business Administration or other applicable degree.

In-depth knowledge of civil engineering, airport operations, law enforcement practice, and/or fire department protocol.

Certification from the International City/County Manager Association.

Program Management Professional Certification.

#### **SPECIAL QUALIFICATIONS:**

Must possess, or be able to obtain by time of hire, a valid Oregon driver's license. Must be able to pass the city's security clearance standards, including review of past employment history, credit check, and driving record.

#### **PHYSICAL DEMANDS OF POSITION:**

Requires a high level of cognitive reasoning. Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature and the ability to walk or move to various city locations. Requires the ability to use hearing and speech to make presentations to large audiences and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

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**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most of work period occurs under usual office working conditions. Requires regular evening meeting as well as ability to work any hours during emergency situations.

**SUPERVISION RECEIVED:**

Reports directly to the City Council. Works under the general guidance of the City Council.

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