



## CITY OF THE DALLES

313 COURT STREETS  
THE DALLES, OREGON 97058

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### POSITION DESCRIPTION

**TITLE:** City Manager  
**DEPARTMENT:** City Manager  
**REPORTS TO:** City Council  
**SUPERVISES:** All City Staff

**GENERAL DESCRIPTION:** Based upon specific powers and duties outlined in The Dalles Charter, the City Manager is the administrative head of the government of the City.

**SUPERVISION RECEIVED:** Within the scope of powers outlined in the City Charter, the City Manager is responsible to and serves at the pleasure of the City Council.

### ESSENTIAL FUNCTIONS:

1. Administers daily operation of all City departments
2. Communicates regularly with City Council, providing information necessary for sound policy and decision making
3. Participates in professional organizations
4. Evaluates personnel programs, services and projects regularly and reports necessary changes and/or progress to City Council
5. Prepares an annual budget message and presents budget to the Budget Committee
6. Establishes, monitors and reports effective fiscal management policies and financial information to Council, Managers and Citizens of The Dalles
7. Ensures that long-term financial goals can be accomplished with available and forecasted resources
8. Develops and maintains effective personnel practices that allow hiring, development, evaluation and rewarding of competent staff throughout the City
9. Administer personnel policies, resolves employee grievances and facilitates labor negotiations with employee organizations
10. Resolves citizen complaints while maintain fairness to all
11. Communicates regularly with the public at large
12. Interacts closely with other government bodies and local civic and business organizations
13. Develops and maintains long range plans to accomplish well-defined goals for the future through strategic planning, accurate demographics and community partnership
14. Negotiates real property transactions and advises Council of soundness of transaction
15. Ensures departmental compliance with purchasing policies

**OTHER JOB FUNCTIONS:** Performs other related duties as required or assigned by the City Council.

**WORKING CONDITIONS:** Duties are performed primarily in an office environment, however, travel, overnight stays, attendance at conferences and/or meetings, and site inspections of projects require necessary mobility and commitment of time away from home and office.

**QUALIFICATIONS:**

**GENERAL QUALIFICATIONS:**

1. Good oral and written communication skills
2. Overall knowledge of municipal budgeting laws
3. General knowledge of personnel and labor laws
4. Reasonable knowledge of City planning principles and methods
5. Adequate knowledge of data processing systems
6. Familiar with legislative and lobbying processes
7. Knowledgeable of contracting and purchasing

**PERSONAL ATTRIBUTES:** Ability to:

1. Develop strategic plans
2. Be involved in the community
3. Be a facilitator and consensus builder
4. Promote and tolerate a “change environment”
5. Seek and explore new ideas, methods and procedures
6. Work toward delayed achievements
7. Deal creatively with stress frustration
8. Take risks in order to achieve goals
9. See projects through to completion

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s degree or equivalent experience
2. Postgraduate course work is desirable
3. Five years of management experience

## **CITY OF THE DALLES CITY MANAGER PROFILE**

**ADMINISTRATIVE ABILITY:** Demonstrated performance in managing, organizing and directing municipal departments or a multi-functional organization; well-organized; oral and written communication skills; dedicated to continuing education for personal and employee growth and development; broad conceptual skills.

Ability to: instill a “team” spirit (be participative) and motivate staff; develop, present and implement innovative ideas for managing a multi-functional organization; able to delegate with good directional control.

**BUDGET AND FINANCE:** Basic understanding of municipal budgeting principles; good background in financial matters pertaining to managing a budget of 20-25 million dollars; basic understanding of procurement and financial administration.

Basic understanding of developing alternate forms of financing city functions and projects; grants development, coordinate city budget with consideration for future city needs and council goals.

**PERSONNEL ADMINISTRATION:** General knowledge of personnel and labor law as pertains to a city and its employees.

Ability to: communicate city goals and needs to employees and council; delegate responsibility; earn and maintain respect of employees and council; develop and maintain a thorough, effective performance evaluation system; maintain an atmosphere of openness and trust with employees, council and citizens. Willingness to support staff.

**COMMUNITY RELATIONS:** Dedicated to and experienced in building good public relations throughout the community; maintain high visibility and profile in the community; consensus building skills; a personality that has earned and maintained the respect of the citizens; open and honest with citizens.

Ability to: work with and understand the business community; solve citizen problems with fairness and in a courteous and timely manner; build a community image for good first impression to newcomers; develop new partnerships to solve old problems; communicate the need for and generate citizen involvement; work with diverse groups to build consensus and assist them in working toward a common goal.

**COUNCIL RELATIONS:** Keep the council well informed on a regular basis; enthusiastic about the job; consensus building skills.

Prepare good agendas for meetings with all background material needed for making decisions; carry out Council direction and goals in a timely manner; research new ideas for presentation to the Council. Ability to support Council goals.

**INTERGOVERNMENTAL RELATIONS:** Ability to: work well with other governmental bodies; look for ways for cooperative efforts among various governmental bodies; use resources

of other agencies to benefit the city and the community; share resources; develop new partnerships to solve old problems.

**INNOVATION AND ACHIEVEMENT:** Knowledge of/and support for Total Quality Management concepts; ability to enhance existing resources; open to new ways of doing business; innovative methods for funding solutions, i.e., grant, resources.

**OTHER:** Knowledge of legislative process; contacts with key state personnel; experience in Urban Renewal; ability to offer alternatives; ability to deal with diverse opinions.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree with evidence of continued professional development.
2. Five years of management experience in a municipality or equivalent organization.