

City of Madras

Position Description

Position: City Administrator	Position Number:
Department/Site: Central Services	FLSA: Exempt
Evaluated by: City Council	Salary Grade: 35

Summary

Plans, organizes, and directs the overall administrative activities and operations of the City. Advises and assists the City Council. Represents the City's interests with other levels and agencies of government, business, and the community at large. Researches, plans, and prepares the short- and long-range business plans for the City.

Distinguishing Career Features

The City Administrator is the top executive and operations officer, accountable for accomplishing short-and long-range business, project, and program objectives. The City Administrator integrates the operations of line and staff functions that include Community Development, Public Works, Municipal Airport, Police/Public Safety, Finance, Human Resources, and Council affairs. This is an appointed position that is directed by the Council and managed by the following documents: employment contract, the city charter, and the council governance policies.

Essential Duties and Responsibilities

- Develops, plans, and implements, with management and Council participation, long range goals and current year objectives for the City. Develops, recommends, and administers approved policies and procedures necessary to provide municipal services.
- Directs, oversees, and participates in the development of the City Administrator's office work plan. Designs organization structures that optimize customer/citizen access and service. Assigns responsibilities, projects, and programs. Monitors work flow, and reviews and evaluates work products, methods, and procedures.
- Directs specific and comprehensive analyses of a wide range of municipal policies. Prepares and submits to the City Council, reports of financial, operating, and administrative activities.
- Directs the development, presentation, and administration of the City budget. Directs financial forecasting of funding needed for staffing, equipment, materials, and supplies. Monitors revenues and expenditures. Implements midyear adjustments.
- Advances proposals to and assigns accountability for administering grants and other forms of supplemental funding/financing.
- Appoints, trains, motivates, and evaluates City employees. Establishes performance objectives for departments and prepares and presents senior management performance reviews.
- Represents the City in the community and at professional meetings. Participates on a

variety of boards and commissions. Attends and participates in all City Council meetings.

- Negotiates contracts and solutions on a variety of core services, administrative, fiscal, and special projects. Analyzes cost-effectiveness of service contracts.
- Establishes, implements, and oversees enforcement of operating policies, procedures, and ordinances. Administers specific program activities by planning, organizing, and supervising activities.
- Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest in or concern about the affairs of the City. 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.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- The position requires advanced knowledge of modern theories, principles, and practices of municipal administration, organization, and economic development functions and services.
- Must possess strategic planning skills to assist City Councilors with goal development and effective outcomes, including negotiation skills that focus on strategic outcomes.
- The knowledge to interpret data and perform statistical analysis.
- Requires knowledge of the principles of supervision, training, and performance evaluation. Excellent management skills and proven leadership, which is based on emotional intelligence, accountability, collaboration, and respect. Must be able to demonstrate skills in team building with the ability to provide support and empathy.
- Conflict resolution skills with a willingness to address the point of conflict.
- An understanding of economic development strategies in Oregon and urban renewal district management.
- Knowledge and understanding of Oregon local government finances and accounting, budgets and bonds, and have a working knowledge of the principles and practices of municipal government budget forecasting, preparation, and administration.
- Requires working knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. A willingness to engage in the community with the outcome of being recognized as both a leader and a member of the Madras community.
- Requires well-developed human relations skills to make public presentations to large and diverse audiences, establish performance standards, build effective teams, conduct negotiations, and show sensitivity to a diverse population of citizens.
- Requires knowledge of City organizational goals and Council policy, and pertinent Federal, State, and local laws, codes, and regulations. Knowledge of risk management.

- Requires in depth knowledge of current social, political and economic trends and operating issues of municipal government
- Requires specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Abilities

- Requires the ability to serve effectively as the administrative agent of the City Council, to carry out and accomplish the objectives of the position, provide effective leadership, and coordinate the activities of the City.
- Requires the 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.
- Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration in order to effectively administer a variety of City-wide programs, and administrative and budgetary activities.
- Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations in order to negotiate appropriate solutions and contracts effectively and fairly.
- Requires the ability to gain cooperation through discussion and persuasion, to select, supervise, train, and evaluate assigned staff, and to develop, prepare, and administer a large municipal budget.
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Council members, staff, committee members, other public officials, business leaders, and the general public.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Physical Abilities

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.

Education and Experience

A bachelor's degree or equivalent experience in public administration, business, planning, civil engineering, or a related field, and six (6) years of progressively responsible municipal experience is required. A master's degree in a related field is preferred. Demonstrated senior leadership experience is preferred.

Licenses, Certificates, and Other Requirements

Requires a valid driver's license as occasional travel will be required. Must pass a comprehensive background investigation.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job. Updated 7-29-2023