

**CITY OF BROOKINGS**  
**CITY MANAGER**

**GENERAL STATEMENT OF DUTIES:**

The City Manager is the chief administrative officer of the City of Brookings.

**DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

The City Manager, acting as the chief administrative officer of the City, shall have control and general supervision over all city employees and all appointive City officers unless specifically excluded herein. The City Manager operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council. The City Manager serves also as the City Recorder and as Executive Director of the Urban Renewal Agency, and may serve as Municipal Court Judge or Judge Pro Tem.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Council.

**SUPERVISION EXERCISED:**

The City Manager is responsible for delegating the assignment and evaluating the work for all City employees. All Department and Division heads report to this position and are under its general supervision.

The City Manager shall supervise the departments to the end of attaining the utmost efficiency in each of them. Therefore, the City Manager shall have the power to employ, discipline, dismiss, or transfer an employee from one department to another, pursuant to the personnel rules adopted by the City Council; providing, however, that any department head dismissed by the City Manager may appeal that dismissal to the City Council.

**SPECIFIC EXCLUSIONS TO CITY MANAGER'S AUTHORITY:**

The City Manager shall not impinge on the City Attorney's ethical obligations to the City Council; and shall have no power of appointment or removal of the Municipal Judge, City Recorder or City Attorney.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Most duties of this classification involve working with community leaders, department or division heads of the City, and the general public. Actions taken are on broad policy, planning, and budget problems of the City operations as directed by the City Council.

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**KEY PERFORMANCE AREAS:**

The City Manager shall:

1. Perform the duties of City Manager and City Recorder as provided in the Brookings City Charter and Municipal Code.
2. Devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused there from by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.
3. Enforce all the ordinances of the City including the provisions of all franchises, leases, contracts, permits and privileges granted by, or running to the city.
4. Act as purchasing agent for all departments of the City.
5. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such other reports as the City Council may request.
6. Supervise all public utilities owned and operated by the city and shall have general supervision over all city real or personal property.
7. Act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases.
8. Supervise the expenditures of all departments, divisions or services of the City and analyze and supervise the functions, duties and activities of the various departments, boards and services of the City, and all employees thereof; make recommendations to the Mayor and City Council which, if adopted, will result in greater efficiency of the overall operation of the City government.
9. When authorized by the City Council, the City Manager shall develop and organize improvement projects and programs, and aid and assist the Mayor and City Council in carrying the same through to a successful conclusion.
10. Make and keep an inventory of all personal and real property owned by the City and advise the Mayor and Council concerning the purchase of new machinery, equipment, supplies, or services which can be obtained under terms and conditions most advantageous to the City.

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11. Make, or cause to be made, studies and surveys of the responsibilities, duties and work of the personnel employed by the City; inform and update the Mayor and Council in regards to his/her decisions on abolition, consolidation, transfer, removal of positions or personnel, or any other administrative decisions made by the City Manager which is his/her judgment will increase administrative efficiency.
12. Endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in his/her contacts with the public, personnel employed by the City and all elected and appointed officials, to the end that the highest possible standards of public service shall be maintained.
13. Perform such other duties as may be required of him/her by the Mayor and Council, not inconsistent with the laws of the State of Oregon and the Charter and Ordinances of the City of Brookings.

**EMPLOYMENT STANDARDS:**

1. The City Manager shall be appointed by the City Council of the City of Brookings, shall serve for an indefinite term and may be removed with or without cause by a majority vote of the members of the City Council presently holding office at the time of such vote.
2. The City Manager shall receive such compensation as the Mayor and City Council shall fix from time to time by motion noted in the minutes of the Council.
3. The City Manager shall be required to carry a bond for the faithful performance of the duties of office in an amount to be determined by the City Council. The expense of said bond shall be paid from the budget of the City Manager's office.

**ESSENTIAL FUNCTIONS:**

**KNOWLEDGE OF:** Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions. Thorough knowledge of the principals and practices of public budgeting, finance, reporting, and personnel management, assigning and supervising the work of others. Knowledge of Urban Renewal desired.

Thorough knowledge of principles and methods used in finance, budgeting, banking. Familiar with all office equipment, including word processing programs. Have extensive knowledge of office practices, procedures and methods, and of legal requirements and procedures involved in conducting elections.

**SKILL IN:** Have considerable skill in establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations, and the general public.

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**ABILITY TO:** Supervise and evaluate the activities of a wide variety of employees; properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall success of City services; develop and prepare effective, readily understandable correspondence, administrative reports, and public relations information.

**EDUCATIONAL REQUIREMENTS:**

Bachelor's Degree in Public Administration, Public Policy, Business Administration, Planning or related field desired. Master's Degree in Public Administration or Public Policy is desired.

**EXPERIENCE:**

Ten years progressively responsible public or business management experience affording knowledge of local and state laws. Oregon local government experience is desired.

**PRE-EMPLOYMENT REQUIREMENTS:**

Bond ability, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Salary

EXEMPTION STATUS: Exempt

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POSITION FUNCTIONAL REQUIREMENTS:

Division/Dept: Administration  
Job Title: City Manager  
Reports To: City Council

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5
WALKING				10
WORD PROCESSING	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

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Mental Aptitudes Table

Designated Function	% Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	30	1	
REASONING	100	1	
MATHEMATICS	25	1	
VERBAL	60	1	

Basic Acutities

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	2

Note: Acutities levels are: High = 1, Medium = 2, Low = 3

Acuity levels are established after reasonable accommodations are provided.