



Position Description

Job Title:	City Administrator	Revision Date:	February 4, 2026
Work Location:	City Hall	Department:	Administration
Reports To:	Mayor & Council	Grade:	35
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal		FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> OT Eligible?	
Work Schedule:	<input checked="" type="checkbox"/> Monday through Friday	<input type="checkbox"/> 7 AM to 4 PM	<input type="checkbox"/> 8 AM to 5 PM

Position Summary:

Under the direction of the Mayor and City Council, the City Administrator serves as the chief executive and administrative officer of the City. The City Administrator is responsible for providing professional leadership to the organization; implementing Council policy; overseeing City operations and departments; and ensuring the effective, efficient, and transparent delivery of municipal services. This is an appointed position that reports to and is directed by the City Council and is governed by the City Charter, adopted Council policies, and the terms of the employment contract.

This role requires clear decision-making, consistent communication, sound financial stewardship, and the ability to lead the organization with stability, accountability, and integrity.

Essential Functions:

The duties listed herein are intended to describe the essential functions of the position and are not intended to be an all-inclusive list of responsibilities.

1) Serve City Council

- Manage, coordinate, and oversee projects and initiatives to accomplish the goals and objectives of the City Council, and where appropriate, maintain accountability for delegated tasks.
- Effectively communicate, develop, and prepare accurate and complete correspondence, analyses, and administrative reports; inform the City Council of City affairs and needs; provide professional guidance and recommendations; and prepare studies and reports necessary to support informed Council decision-making.
- Speak effectively and present before a variety of audiences, including the City Council, boards, commissions, staff, and the public.
- Attend all City Council meetings and represent the City in matters before the Council.
- Advises the City Council on the fiscal and operational impacts of policy decisions and proposed initiatives, ensuring that priorities are aligned with available resources and long-term financial sustainability.

2) Management & Administration

- Coordinate and oversee all aspects of City operations and administrative functions to ensure effective, efficient, and consistent service delivery.
- Monitor and evaluate the performance of all City departments and municipal services; assess operational effectiveness and service quality through review of reports, performance outcomes, and organizational metrics.
- Develop, recommend, and implement improvements in management methods, organizational structure, and operational practices to enhance efficiency, accountability, and service delivery.

- Provide executive leadership, direction, and supervision of City departments, agencies, and offices, including:
 - a) Appointing, supervising, evaluating, and, when necessary, recommending discipline or removal of City officers and employees in accordance with the City Charter, employment contracts, and adopted policies; supporting professional development and performance accountability
 - b) Supervising the operations of public utilities owned and operated by the City and maintaining general oversight of City facilities and property
 - c) Establishing and maintaining cooperative, effective working relationships with elected officials, administrative staff, employees, business and government representatives, and the public
 - d) Coordinating the development and implementation of short- and long-range plans; gathering, interpreting, and preparing data for studies, reports, and recommendations; and coordinating activities with other agencies as needed
 - Provide executive oversight of the City's human resources functions, including personnel administration, labor relations, recruitment and selection processes, performance management, policy development, and compliance with employment laws, whether such functions are performed directly, through delegated staff, contracted services, or in coordination with legal counsel.
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3) Develop and Enforce Policies, Rules, and Contracts

- Interpret, apply, and ensure compliance with local, State, and Federal laws, rules, and regulations.
 - Ensure that City ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed.
 - Develop and implement administrative policies, procedures, and rules necessary to accomplish the mission, objectives, and operations of the City.
 - Provide oversight of contract administration, including negotiation, execution, compliance monitoring, and performance evaluation.
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4) Fiscal Responsibility

- Work directly with the Finance Director on all financial aspects of City operations.
 - Advise the City Council on current and projected financial conditions, fiscal risks, and present and future City needs.
 - Ensures that City Council priorities, initiatives, and programs are evaluated and implemented with fiscal discipline, sustainability, and long-term financial impact in mind.
 - Direct and administer the adopted City budget, grants, unanticipated revenues, general obligation bonds, and other funding sources by ensuring the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
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5) Leadership

- Provide executive leadership, direction, and guidance to all City departments and staff.
 - Demonstrate exemplary character and model behavior consistent with applicable laws, ethical standards, and compliance with Oregon Public Meetings Law and other governance requirements.
 - Foster respectful, professional, and empathetic relationships with staff and stakeholders; address grievances; and assist or support subordinates in the performance of duties as needed.
 - Receive and respond to citizen inquiries and complaints, and work collaboratively to resolve issues and concerns in a fair and professional manner.
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6) Communication & Community Relations

- Communicate official plans, policies, procedures, and decisions clearly and effectively to the City Council, staff, and the general public.
- Perform public relations duties, including effective communication with the media; making presentations to councils, boards, commissions, civic groups, and the public; serving as the City's liaison

with other public officials and stakeholders; and engaging actively in the community while fostering strong customer service practices.

7) Economic Development

- Collaborate with City staff and partners to identify, develop, and support opportunities for business, industrial growth, economic development, and urban renewal.
- Work with citizen groups, business organizations, and regional partners to encourage, attract, and retain businesses that expand economic opportunity and maintain the long-term vitality of the City.

8) Confidentiality

- The City Administrator is designated as a confidential employee and is entrusted with access to sensitive, privileged, and confidential information. This position is expected to exercise sound judgment and discretion in handling such information, including personnel matters, labor relations, legal issues, and executive session materials, in accordance with applicable laws, ethical standards, and City policies.

Knowledge, Skills, & Abilities:

- Comprehensive knowledge of the principles and practices of public administration, particularly as applied to the management of diversified municipal governmental services.
- Thorough knowledge of municipal government organization, including the relationships, powers, and functions within a municipal government and with other governmental jurisdictions.
- Knowledge of full-service municipal operations, including finance, human resources, public works, public safety, and community development.
- Knowledge of applicable laws, rules, and regulations associated with municipal government, including budgeting, public records, public meetings, and land use regulations.
- Skill in efficiently and effectively administering municipal government, including the ability to organize programs and projects and ensure they are carried through to completion.
- Ability to carry out directives of the City Council, including, where appropriate, delegating responsibilities while maintaining accountability for assigned tasks and outcomes, and utilizing performance measures or benchmarking as appropriate.
- Knowledge of and ability to effectively use modern administrative, financial, and public engagement software and systems, including Caselle (municipal accounting and financial management software), CivicPlus (agenda management and website hosting platform), NEOGOV (recruitment and applicant tracking), and Microsoft Office Suite, with advanced proficiency in Excel, or the ability to quickly learn and effectively utilize comparable systems.
- Ability to prepare, review, and analyze comprehensive reports, contracts, studies, and plans, and skill in contract administration, including oversight and compliance.
- Knowledge of and commitment to safety standards, practices, and procedures applicable to municipal operations and workplaces.
- Ability to engage with and be active in the community, including fostering strong customer service policies and practices throughout the organization.
- Ability to demonstrate unquestioned integrity and ethical character, with a strong commitment to public service, accountability, and transparency in government.
- Ability to establish and maintain effective working relationships with employees, elected officials, other governmental agencies, community partners, and the public.
- Ability to communicate effectively, both verbally and in writing, including skill in public relations and effective communication with the media.
- Ability to establish and maintain a work environment that fosters collaboration and a team-based approach, and that values the contributions and skills of employees, volunteers, and others.

- Ability to perform work during standard office hours and attend meetings, events, and activities in the evenings and on weekends as required.
- Ability to work independently, exercise sound judgment, and manage multiple priorities with minimal supervision.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.

Supervisory Responsibilities:

- The City Administrator provides executive leadership, direction, and day-to-day supervision of the City's department directors and administrative staff, including the Public Works Director, City Recorder/Communications Specialist, Community Development Director, Finance Director, and Police Chief.

Minimum Qualifications:

- 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 are required.
- Demonstrated senior-level experience in municipal budgeting and financial management, including development and administration of complex budgets and long-term fiscal planning.
- Demonstrated senior leadership experience is preferred.
- Requires a valid driver's license as occasional travel will be required.
- Must pass a comprehensive background investigation.

Preferred Qualifications:

- A master's degree in a related field is preferred.

Physical Requirements:

- Capability to effectively use and operate various items of office related equipment.
- Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Acknowledgement:

This job/class description describes the primary duties of the City Administrator position but does not include other occasional responsibilities that may be required, which would be within the knowledge, skills, and abilities required for this position. I have read and understand the essential duties, abilities, skills, and knowledge required of the job description. This position description does not constitute an employment agreement between the employee and the city. It is subject to change by the city, as the needs of the city and requirements of the job change.

Employee Name (print):

Employee Signature:

Date:

The City of Madras is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, nonsupervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.