

JOB DESCRIPTION OF CITY ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

Under general direction of the Mayor and City Council implements policy as established by them. Administers plans and directs the overall operations and functions of the City as outlined in the City of Cascade Locks Charter, Section 21, and pursuant to any limitation in existing and subsequent ordinances of the City of Cascade Locks.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Acts as Chief Administrative Officer of the City and operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council. 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.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Mayor and City Council.

SUPERVISION EXERCISED:

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

EXAMPLES OF DUTIES: Illustrative only. Any single position of a class may not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

1. Coordinates the activity, planning, and financial performance of all city departments, keeping the council advised at all times of affairs and needs of the city.
2. Attends all Council meetings, unless excused by the Council or Mayor and keeps the Council advised of the affairs and needs of the City.
3. Sees that the provisions of all ordinances and resolutions are administered to the satisfaction of the Council and that all terms of franchises, leases, contracts, permits, and privileges granted by the City are fulfilled.
4. Organizes and reorganizes the departmental structure of City government, as directed by the Council.
5. Supervises City contracts and operation of all City-owned public utilities and property.
6. Confers with department heads and others on varied operating and administrative problems, reviews departmental plans, programs and procedures, and suggests new innovations or methods to improve the standard of services rendered.

7. Acts as city budget officer; responsible for the annual budget; reviews and approves departmental needs and estimates and transmits budgets to appropriate bodies for review and approval; and administers budget.
8. Meets with the City Council in regular and special meetings, gives information and transmits reports covering a variety of problems of municipal government, and advises Council members in their deliberations on policy or legislative matters.
9. Acts as the city's representative in dealing with other governmental entities, as well as citizens and interest groups, media, or citizens presenting opportunities or complaints to the city.
10. Coordinates collective bargaining negotiations and facilitates a positive work environment for employees.
11. Responds to citizens complaints; resolves issues or refers to specific department when appropriate and follows through to ensure resolution.
12. Actively promotes and facilitates a positive relationship with the local business community and Chamber of Commerce.
13. Provides leadership direction in the development and implementation of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
14. Communicates official plans, policies, and procedures to staff and the general public.
15. Establishes, within City policy and budget, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
16. Responsible for the review, revision, and compliance with the City Personnel and Safety Manuals.
17. Reviews local, State, and Federal legislation to determine impact on administrative plans, policies, and strategies; prepares and coordinates responses and recommendations as appropriate.
18. Other duties, as assigned by the Mayor and City Council and such duties as may be prescribed by City Charter, ordinances, and resolutions, or required by state and federal law.

DESIREABLE QUALIFICATIONS

EFFECTIVE COMMUNICATION: Willingness to develop and maintain effective and comprehensive methods of communication with all staff, City Council, community members, and others.

KNOWLEDGE OF: Thorough knowledge of municipal government organization, powers, and functions; principals and practices of public administration. Considerable knowledge of principals and practices of

public budgeting, finance, taxation, reporting, grants, personnel management, labor law, union negotiations, and land use planning.

ABILITY TO: Appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods; interpret and apply laws, rules, and regulations; recognize and analyze situations, problems, and financial statements; direct, supervise, and evaluate the work of others; establish and maintain cooperative and harmonious working relationships with city elected officials, department heads, employees, business and government organizations, and the general public; and communicate effectively in both verbal and written forms. Have the knowledge and ability to work with the committee form of government. Bring positive support and encouragement to all employees, as well as demonstrate strong work ethics, integrity, professionalism, commitment to service, and leadership by example.

SKILL IN: Communications, planning, economic analysis, public relations, problem solving, motivation, leadership, and team building.

EXPERIENCE AND TRAINING:

Bachelor's degree in public or business administration, Master's preferred, and five years progressively responsible administrative experience, preferably in municipal government; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

PHYSICAL DEMANDS OF POSITION:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, sit, communicate orally and in writing, and operate a personal computer. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files and reports. Manual dexterity and coordination are required of 50% of the work period while operating equipment such as computer keyboard and standard office equipment.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Attendance at Council, Budget Committee, and other board meetings may require working during evening hours or on weekends.