



## CITY ADMINISTRATOR POSITION DESCRIPTION

Pursuant to the City Charter, the City Administrator is the administrative head of the City. The City Administrator is appointed by the Mayor with majority approval of the Council. The Council fixes the City Administrator compensation and conditions of employment and defines the duties by ordinance.

The City Administrator supervises the operation of all City departments to ensure the most effective and efficient use of City finances, personnel, and other resources. The City Administrator serves as the Administrative Services Director, Finance Officer, Risk Manager, Personnel/HR Director, and Planning Director.

The City Administrator is supported by three staff members filling the following positions: Finance Clerk/HR Technician, Utilities Clerk/Deputy Recorder, and Community Development Director/Planner.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The duties listed here are intended as illustrative examples of the various types of work that may be performed by the City Administrator. These examples do not include all specific essential functions and responsibilities that may be performed.*

- Attend all meetings of the City Council unless excused by the Council or Mayor. Provide professional advice and specialized administrative support to the Council and Mayor. Keep the Council advised of the affairs and needs of the City. Make reports monthly to the Council regarding the affairs and departments of the City.
- Shall develop and organize, when necessary, improvement projects and programs to further the mission of the City. Aid and assist the Council and City departments in carrying through to conclusion.
- Honorably represent the City by responding to the public, citizens, employees, and other governmental agencies in a professional and courteous manner. Make informational and other presentations to the Council, boards, commissions, civic groups and the general public; accurately communicate adopted plans, policies, and procedures to staff, media, and the public.
- Demonstrate personal, professional and organization integrity in all activities. Shall endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in contacts with the Mayor and City Council, City personnel, and the public.
- Enforce, or cause to be enforced, all City codes and ordinances. Make suggestions to the Council regarding needed revisions to the codes and ordinances in order to maintain compliance with state and federal regulations and increase department efficiencies.
- Maintain professional networks and attend local and regional training sessions and conferences as necessary to maintain and advance thorough knowledge of issues and practices affecting local government.

- As Administrative Service Director: Department head and direct supervisor of Administration & Finance Department and staff.
- Finance Officer: Contracting authority and purchasing agent, supervise expenditures of all departments, divisions, or services of the City. Analyze and supervise the functions, duties and activities of the various departments, boards, and services of the City, and make recommendations to the Council regarding measures that may increase the efficiency of the operation of the City. As Budget Officer: Shall prepare annual budget for presentation to the Council and Budget Committee and perform other statutory budget preparation and adoption duties.
- Risk Manager: Ensure implementation and monitoring of enterprise risk management functions for property and personnel to minimize and reduce City liabilities.
- As Personnel/HR Director: Hire, control the work of, and discipline—including discharge, of all City employees. In role as Personnel Director, shall make studies and surveys of the duties, responsibilities, and work of City personnel both employed and appointed.
- As Planning Director: Administer and supervise the City's day-to-day and long-range planning program.

## **EXPERIENCE & EDUCATION**

Minimum of four (4) years of city, county, or other governmental work experience **OR** bachelor's degree in a related field, **AND** a minimum of two (2) years of governmental supervisory management experience.

## **SKILLS & ABILITIES**

- Ability to effectively communicate and serve as a strong partner with the City Council and Mayor; provide effective leadership and coordinate the activities of the municipal organization and serve effectively as the administrative agent of the Council.
- Establish and maintain effective working relationships with employees, City officials, the public and citizens, and other governmental partners and agencies.
- Knowledge of modern policies and practices of local government administration.
- Knowledge of: municipal finance, human resources, public works, public safety (law enforcement, emergency management, and fire), information technology, parks and recreation, community development and planning, principles of effective communications and relations, inter-and-intra governmental relationships and community groups and agencies.
- Interpret and apply federal, state, and City policies, procedures, laws and regulations.
- Advanced written and oral communication skills; advanced analytical and data management skills; strong presentation and speaking skills.

## **SUPERVISORY DUTIES**

The City Administrator supervises all City departments/operations either directly or through subordinate department heads. The Administration/Finance staff report directly to the City

Administrator.

**SUPERVISION RECEIVED**

The City Administrator works under the general supervision of the Mayor and Council with significant latitude to complete assignments and program responsibilities independently.

**PHYSICAL DEMANDS OF THIS POSITION**

Work duties will be performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces.

Occasional field visits/inspections are required as it relates to planning, code enforcement, City owned utilities, or other City related projects. During emergency events conditions may be hazardous.

Travel may be part of this classification, including local and regional meetings, training sessions, and conferences.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	ACTIVITY	Continuously 67-100%	Frequently 34-66%	Occasionally 0-33%
<input checked="" type="checkbox"/>	Standing		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sitting – ½ hour or more	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Moving about work area		<input checked="" type="checkbox"/>	
	Bending			<input checked="" type="checkbox"/>
	Stoop Position 1 minute plus			<input checked="" type="checkbox"/>
	Climbing stairs			rarely
	Crawling – hands/knees			rarely
	Reaching overhead			<input checked="" type="checkbox"/>

	Lifting up to 20 lbs.			<input checked="" type="checkbox"/>
	Lifting overhead			<input checked="" type="checkbox"/>
	Moving/carrying items			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/coordination	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Keyboard operation	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Rapid mental/hand/eye coordination	<input checked="" type="checkbox"/>		
	Operation of motor vehicle		<input checked="" type="checkbox"/>	

**PURSUANT TO CHAPTER VI Section 23, the City Council shall define the duties of the City Administrator by ordinance. The most current City Administration Code (adopted as Ordinance No. 642 and revised in No. 657), defines the City Administrator duties in Section 1.110(2). This Position Description will be revised to reflect any future changes of the Administration Code.**

Section 1.110 (2)      Duties, Powers and Authority of the City Administrator.

(a)      City Administrator shall devote his/her entire time to the discharge of his/her official duties as outlined hereunder, and shall attend all meetings of the City Council, unless excused therefrom, by the Council or the Mayor. He/she shall keep the City 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, on all the affairs and departments of the city.

(b)      City Administrator shall be the chief administrative officer and head of the administrative branch of the city and shall have the right to hire, discharge and discipline all city employees and control their work. This power shall include the power to transfer an employee from one department to another. City Administrator shall supervise the departments to the end of attaining the utmost efficiency in each of them. City Administrator shall also have the power to contract for necessary services. City Administrator shall have no power to appoint or remove the Municipal Judge, or other officers appointed pursuant to Chapter III, Section 10, of the Gold Beach Charter of 1986, as such appointment and removal power is within the hands of the Mayor and City Council pursuant to the Charter. City Administrator shall have the right to control the work of such city-appointed officers.

(c)      City Administrator shall enforce all codes and ordinances of the city, including the provisions of all franchises, leases, contracts, permits and privileges granted by, or running to the city.

(d)      City Administrator shall act as purchasing agent for all departments of the city and all purchases shall be requisitioned and signed by him/her or his/her designee.

(e)      City Administrator shall supervise the operation of all departments and public utilities owned and operated by the city and shall have supervision powers over all city real or personal property. Prior to acquisition, disposal, or substantial improvements to real property owned by the City, the City Administrator shall consult with the City Council before taking action to acquire, dispose, or improve such real property.

(f)      City Administrator or his/her designee shall act as budget officer and prepare an annual budget for presentation to the City Budget Committee and City Council.

(g)      City Administrator shall 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, and make such recommendations to the Mayor and the City Council with reference thereto, which in his/her judgment, will result, if adopted, in greater efficiency of the overall operation of the City of Gold Beach's government.

*(h) City Administrator shall develop and organize, when necessary, improvement projects and programs, and aid and assist the Mayor and City Council in the various departments and boards in carrying through to a successful conclusion.*

*(i) City Administrator will make and keep an inventory of all personal and real property owned by the city and advise the Mayor and Council of the purchase of new machinery, equipment or supplies, which in his/her judgment the same can be obtained under the terms and conditions which are most advantageous to the city.*

*(j) City Administrator shall make, or cause to be made, studies and surveys of the duties, responsibilities and work of the personnel appointed or employed by the city. The City Administrator shall inform and update the Mayor and City Council in regards to his/her decisions on abolition, consolidation, transfer, removal of positions or personnel, or any other administrative decisions made by the Administrator which in his/her judgment will increase administrative efficiency. Such information reports to the Council may be made orally or in writing at the discretion of the City Administrator.*

*(k) City Administrator shall perform such other duties as may be required of him/her by the Mayor and City Council, not inconsistent with the laws of the State of Oregon, and the provisions of the Charter and Codes and Ordinances of the City of Gold Beach.*

*(l) The City Administrator shall endeavor at all times to exercise the highest degree of tact, patience and professional courtesy in his/her contacts with the public and personnel employed by the city, to the end that the highest possible standards of public service shall be maintained.*