

CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To plan, direct, manage and oversee the activities and operations of the City of Forest Grove including administrative services, community development, fire, legislative and executive, library, light and power, parks and recreation, police, public works, and support services; to implement policy decisions made by City Council; to facilitate the development and implementation of City goals and objectives; and to provide highly complex administrative support to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over management, supervisory and professional staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Plan, direct, manage and oversee all City operations including administrative services, community development, fire, legislative and executive, library, light and power, parks and recreation, police, public works, and support services; recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement and implement as appropriate.
6. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties, outside agencies and organizations in accordance with City Council policies.
9. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence; prepare recommendations and advise the Council on matters requiring legislative action.
10. Ensure effective communications with the City of Forest Grove citizens; ensure timely and accurate response to citizen inquiries.

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11. Serve on committees, boards and commissions; participate in inter-governmental and regional committees on issues that impact the City.
12. Oversee contracted professional services including legal, insurance, land use, long range planning and other strategic program areas.
13. Coordinate economic development efforts to attract and retain business to the City.
14. Prepare original drafts and recommend ordinances, resolutions and contracts; institute programs and policy changes as directed by the City Council.
15. Review materials submitted from various departments for City Council action; determine completeness and accuracy of materials.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal management and public administration.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a full service municipality including finance, administration, public works, utilities, fire, police, planning and economic development.
Advanced principles and practices of public administration.
Government, council and legislative processes.
Principles and practices of managing public information programs.
Principles and practices of strategic planning.
Principles and practices of program development and administration.
Methods of analyzing, evaluating and modifying administrative procedures.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct the operations, services and activities of a full service municipality.
Plan, organize and direct the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Negotiate and resolve complex issues.
Facilitate collaborative efforts with City Council, local business, regional committees and City residents.
Identify and respond to community and City Council issues, concerns and needs.
Develop and administer City-wide goals, objectives and procedures.
Prepare clear and concise administrative and financial reports.
Operate a variety of office equipment including a computer and associated word processing applications.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable but not essential.

Experience:

Eight years of increasingly responsible experience in municipal government, including five years of management responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting, operating office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.