



ORGANIZATION: City of Lincoln City
JOB TITLE: City Manager
FLSA STATUS: Exempt
UNION: Non-Represented/Contract Employee
UPDATED: July 2021

PURPOSE OF POSITION: The city manager is the administrative head of the city government. Responsible for the overall management of the City's organization and operations. Plan and direct the activities of all City departments and functions, through subordinate department directors and others. Provide information to City Council and acts as their policy adviser. Serve as the City's Chief Administrative Officer and Budget Officer.

ESSENTIAL JOB FUNCTIONS: The Lincoln City Charter, Chapter 5.2 describes the duties of the City Manager and is attached to this description as Appendix A. The following Essential Functions are described for additional detail and direction from the City Council.

Direct and supervise the city's organization, management, administrative and financial operations and ensure operations are conducted in accordance with best practices and established ethical standards both directly and through subordinate department heads. This includes supervising the operation of all city-owned public utilities and property.

With Council participation and direction, analyze and strategically develop, plan and implement short and long-term goals, objectives and priorities for the City and monitor progress and success.

Provide management and supervision over employees and their work. Organize employee duties, work methods and training/development, in consultation with department heads. Establish organizational philosophy and set the tone for workplace culture.

Develop, mentor, supervise and evaluate the work performance of department heads and other direct reports.

Appoint, supervise, control and/or dismiss all city personnel, except the City Attorney and Municipal Judge. Hear grievances and appeals. Guide and direct labor negotiator in labor contract negotiations.

Provide advice, reports, data and information to the City Council in regular and special meetings. Keep City Council advised as to the financial condition, operations, needs of and issues facing the City.

Serve as the City's Budget Officer. Prepare and transmit to the council an annual city budget in accordance with Oregon Budget Law.

Supervise all purchasing. Oversee and manage the financial affairs of the City in a sound manner, ensuring potential sources of revenue are identified and that the City's expenditures are consistent with objectives and aligned with the budget. Prepare or oversee the preparation of five-year financial forecasts of all major funds.

Analyze and evaluate the effectiveness of city operations, services and programs and direct improvement. This includes conferring with department heads and others on various operational

and administrative issues, reviewing departmental plans, programs and procedures and giving guidance and direction.

Oversee the development and implementation of a plan to make the City's extensive land holdings available for private development to create jobs, taxable value, workforce housing and revenue. Oversee the City's aggressive infrastructure replacement program.

Actively participate in the update of the City's ADA Self Evaluation and Transition Plan. Work to ensure that the City's facilities, routes of travel, programs and services are ADA compliant and accessible on an ongoing basis.

Propose and recommend programs, services, policies and procedures and other activities based on analysis of need, available resources and economic and legislative influences to provide appropriate and effective service to the public. This includes planning for future development.

Recommend and oversee implementation of City policies, rules and regulations. Administer and enforce the City Charter. Enforces all ordinances and sees that all terms, franchise, leases, contracts, permits and privileges granted by the city are observed.

Organize and reorganize City structure as needed.

Respond to citizen inquiries and complaints. Resolve issues or refer to ensure resolution.

Represent the City in the community and at professional meetings.

Coordinate City activities with other governmental agencies and outside organizations. Appoint administrative committees for coordination of services and activities.

Maintain cooperative and harmonious working relationships with City elected and administrative officials, employees, representatives of business and governmental organizational and the general public.

Other related duties as assigned by the City Council.

AUXILIARY JOB FUNCTIONS: Maintain proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

Education*: Bachelors Degree in Public Administration, Business Administration or a related field.

Experience*: A minimum of five (5) years of progressively responsible senior management or supervisory experience, preferably in the Oregon public sector for a municipality. Related Oregon experience must be within the last ten (10) years.

**Any satisfactory combination of education, continued on-the-job or sector-specific training certificates, and experience that demonstrates the knowledge, skills and abilities to perform the above duties may be substituted for the specific education and experience requirements.*

Skills: Must possess strong leadership skills and demonstrated ability to plan and direct organization and operations. Ability to appraise and report on the quality of varied municipal services using performance measurements is essential. Excellent verbal and written communication, diplomacy, time management and organization skills are required. Intermediate to advanced knowledge of Microsoft Office Suite and electronic communication methods. Basic to intermediate Social media navigation skills.

SPECIAL REQUIREMENTS/LICENSES: Valid driver's license and safe driving record. The ability to pass a background screening, including credit check.

DESIRABLE REQUIREMENTS: Masters Degree in Public Administration, Business or a related field. Skills and experience in managing an organization or large department with diverse services, preferably in the public sector. Strong knowledge of municipal public works and Oregon land use planning. Strong knowledge and experience with public budgeting, finance, reporting, personnel management and labor law.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, bend, communicate, reach and manipulate objects. The position is primarily sedentary but mobility is required to travel to various City locations. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 30 pounds. Requires the ability to use hearing and speech to make presentations and carry on conversations over the phone and in-person. Requires near visual acuity necessary to read printed materials and computer screens. Manual dexterity and coordination are required over 80% of the work period while operating office equipment such as computer keyboard, calculator, telephone and other standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: Provide complete supervision of assigned employees, including oversight and final authority for approximately 150 FTEs.

SUPERVISION RECEIVED: Appointed by, serves at the pleasure of, and is responsible to the City Council, as described in the City Charter.

Appendix A—Excerpt from the Lincoln City Charter
Chapter 5: Powers and Duties of Officers

5.2 City Manager.

- (1) The city manager is the administrative head of the city government.
- (2) The manager shall be appointed, solely on the basis of administrative qualifications, by an affirmative vote of four or more members of the council.
- (3) The manager need not reside in the city or the state when appointed.
- (4) The manager shall be appointed for an indefinite term and may be removed by the council at its pleasure in accordance with Section 3.6 of this Charter.
- (5) Within six consecutive months after a vacancy occurs in the office of city manager, the council shall fill the vacancy by appointment.
- (6) The manager shall:
 - (a) Attend all council meetings unless excused by the council or mayor;
 - (b) Keep the council advised of the affairs and needs of the city;
 - (c) See that the provisions of all ordinances are administered to the satisfaction of the council;
 - (d) See that all terms of franchises, leases, contracts, permits, and privileges granted by the city are fulfilled;
 - (e) Appoint, discipline and remove appointive personnel, except appointees of the mayor or council;
 - (f) Supervise and control the manager's appointees in their service to the city;
 - (g) Organize and reorganize the departmental structure of city government;
 - (h) Prepare and transmit to the council an annual city budget;
 - (i) Supervise city contracts;
 - (j) Supervise operation of all city-owned public utilities and property;
 - (k) Supervise all purchasing; and
 - (l) Perform other duties as the council prescribes consistently with this charter.
- (7) The manager shall not control:
 - (a) The council;
 - (b) The municipal judge in the judge's judicial functions, or the city attorney;
 - (c) Except as the council authorizes, appointive personnel of the city whom the manager does not appoint.
- (8) The manager and other personnel whom the council designates may sit with the council but may not vote on questions before it. The manager may take part in all council discussions.
- (9) When the manager is absent from the city or disabled from acting as manager, or when the office of manager becomes vacant, the council may appoint a manager pro tem, who has the powers and duties of manager, except that the manager pro tem may appoint or remove personnel only with approval of the council. No person may be manager pro tem for more than six consecutive months.