



CITY OF MAUPIN

Job Description

Job Title: City Manager

Departments: Public Works and Administration/Finance

Reports To: Mayor / Council

General Statement of Duties

The City Manager will be responsible for the overall operation of the City of Maupin, to include public works, city administration, parks, and library. The City of Maupin Manager has management and oversight responsibilities for all City personnel, programs, buildings, budget, planning, safety, and security. Additionally, the City Manager will develop and nurture a working relationship with other area cities, county, state, federal agencies and private organizations; and confer with the Mayor and council to discuss issues, problems, projects, regarding operations of City government.

Supervision Received

This position works independently, coordinating with the mayor on a day-to-day basis. Receives supervision, oversight and guidance from the city council.

Supervision Exercised

This position exercises the full range of supervision over all City departments and personnel. The City Manager will also oversee all contractors engaged in work on City facilities and projects.

Essential Duties and Responsibilities

Unless modified by official action of the City Council, duties shall include, but not be limited to, the following:

Personnel

1. Conducts personnel management duties of persons supervised, within guidelines and procedures outlined in the City's personnel rules by the position including:
 - 1.1. Approval of all overtime accruals and leaves of absences
 - 1.2. Periodic evaluation(s) of employee's performance following Best Management Practices.

- 1.3. Periodic review of all position descriptions, and making recommendations to Council.
2. Develops plan to ensure duty coverage in all departments.
3. Confers with all department heads on programs, procedures and administrative actions to improve the effectiveness and efficiency of the City services.
4. Maintains all employee information and records in a confidential manner.
5. Identifies training and developmental needs of the staff, locates sources of training that will meet those needs.
6. Manages the hiring of new employees and as well as disciplinary action of current employees, within guidelines of the Maupin personnel handbook
7. Ensures Federal and State employment laws and regulations are posted and complied with.
8. Manages employee benefit programs.

Projects and Programs

9. Develops and implements capital improvement plans. Coordinates with city departments and agencies as needed.
10. Oversees management of key projects and contract work.
11. Identifies and resolves issues related to cost-effectiveness of projects, departments and programs.

Budget/Fiscal

12. Provides oversight of budget development and the Budget Officer.
13. Obtains estimates, quotes or bids from contractors as required in conformance with purchasing practices established by law or policy.
14. Seeks grant funding and writes grant proposals for city projects and administers grants received.
15. Serves as lead purchasing agent for the City and ensures compliance with state and local purchasing rules/regulations.

Buildings and Infrastructure

16. Inspects, supervises, and assists in the control and use of supplies and equipment used in all city facilities.
17. Oversees all city assets, including maintenance and repair. Oversees maintenance of work and insurance records.
18. Serves as signatory for the City, as designated by City Council.

Policies, Procedures, and Ordinances

19. Reviews and recommends updates to City policies and procedures, and ensures compliance.
20. Reviews and recommends updates to City ordinances. Contacts Code Compliance Officer for enforcement.
21. Monitors State and Federal legislative issues and laws that may impact City policies, procedures and ordinances, and ensures compliance.

- 22. Supervises management of all City records and archives.
- 23. Provides oversight to franchise and other agreements and makes recommendations to council on any changes.

Planning

- 24. Attends meetings of the Planning Commission and assists them in making recommendations to council.
- 25. Works with the City Planner on land use applications, preparing staff reports and making recommendations to the Planning Commission.
- 26. Determines which zoning issues appear before the Planning Commission/City Council for resolution.
- 27. Maintains a thorough and up to date knowledge of pertinent legislative actions and Federal, State, and County laws governing municipal land use planning.
- 28. Supports Mayor, Council, and Planning Commission in Strategic Planning for the future of the city.

Public Meetings

- 29. Attends meetings of the governing body and committees as requested.
- 30. Reports to council monthly on areas of oversight.
- 31. May attend public entity meetings as a representative of the municipal government.

Safety and Security

- 32. Works with all employees to ensure compliance with all applicable safety standards and policies.
- 33. Coordinates, as needed, with local Fire Department, Ambulance Service, Wasco County Sheriff's Department, Wasco County Emergency Planner, or others to ensure the safety of our citizens in the event of a disaster or public emergency.
- 34. Administers and implements technology and security policies and procedures to protect City's sensitive material, equipment, buildings, and grounds.
- 35. Serves as the City's Risk Management Coordinator.

Other

- 36. Performs other work as directed by the city council.
- 37. Is subject through City and State requirements to be on call 24 hours/7 days a week.

Education and Experience Requirements

- 1. A Bachelor's Degree in related field, such as Business Administration, Public Administration, or Civil Engineering
AND
- 2. Three or more years' public-sector experience including;
 - 2.1. Budget and Personnel management.

OR

3. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Certification and Licenses Required

1. Valid Oregon Driver's License – or obtainable within 6-months of hire
2. Basic First Aid and CPR certification – or obtainable within 6-months of hire
3. Must be bondable.

Note: All required licenses and certifications must remain in force during the term of the employment.

Knowledge, Skills and Experience

1. Requires excellent written and oral communication skills.
2. Understanding of the principles and procedures of water, wastewater and street maintenance practices.
3. Safety training and risk management skills to assure that all work is performed pursuant to workplace safety rules and regulations.
4. Experience working within Federal or State laws regarding budgets, purchasing, and personnel management.

Residency Requirement: Must live within 30 minutes of City Hall in Maupin.

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.*

Most duties are performed under usual office working conditions. Up to 15% of the work period may be conducted in field working conditions, involving construction or inspection, and may expose incumbent to all types of weather conditions, dirt, oil, chemicals and noise. Employee will wear proper protective equipment in compliance with city policy and OSHA standards, which may include hearing/eye protective devices, protective footwear and/or reflective vest. Work schedule may include evening hours, weekends, and holidays.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 40

pounds and rarely lift or move materials over 40 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, telephones, and other standard office equipment. This position requires both verbal and written communication abilities.

Employees are required to follow pre-employment physical, drug screening, and background check per City Employee Handbook policies and procedures, and in accordance with state, local, and federal law, both prior to and during employment with the City of Maupin.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.