



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: City Hall
DEPARTMENT: Administration	DATE: August 2023
JOB TITLE: City Manager	JOB STATUS: Full Time
SALARY GRADE: NU-028	FLSA Exempt: Yes

PURPOSE OF POSITION: Executes all administrative tasks of the City Council; plans, organizes, and directs City operations through department leadership, including the financial and personnel activities of the City; provides assistance to the Mayor and Council in developing, enacting, and administering City policies, laws, and programs; prepares and administers the City budget; and performs work as assigned. Performs various duties as contained within the City Charter. Functions as the City officer with full authority for the resolution of personnel issues and departmental actions requiring City Manager approval. To serve the citizens of Lebanon with the express intent to perform all duties and actions through a community focused lens.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Assume full management responsibility, leadership, and accountability for all City operations including Community Development, Engineering, Planning, Building, Public Works, Sewer, Storm, Water, Streets, Fleet and Facilities, Police, Library, Community Services, Information Technology, Record and Information Management, Finance, and Human Resources.
2. Live within the City of Lebanon city limits within six (6) months of appointment. *Relocation assistance of up to five thousand dollars (\$5000) available for qualified expenses.*
3. Direct the development and implementation of the City's goals, objectives, policies, and priorities with resolute purpose to serve the citizens of the community.
4. Represent the City and the City's interests on various regional committees and taskforces, and to citizen involvement groups.
5. Manage and coordinate projects and programs to accomplish goals and objectives of the City Council, including Enterprise Zone Manager and City Urban Renewal District(s).
6. Collaborate with department leadership and others on a variety of operating and administrative challenges, review departmental plans, programs, and procedures, and recommend alternate innovations or methods to improve the standard of services provided by the city.

JOB TITLE – City Manager

7. Review and approve departmental financial needs and estimates, present budget document to City Council budget committee for discussion and approval. Administer approved budget and monitor overall expenditures to ensure budget compliance.
8. Convene with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City’s operations. Advise Council members in their deliberations on policy and/or legislative matters. Seek to fulfill all City Council objectives.
9. Maintain positive public relations with customers and is responsible to customer needs.
10. Work with citizens and business groups to encourage and promote economic development. Attend meetings and represent the city in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.
11. Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible. Follow through to ensure satisfactory resolution.
12. Review local, State, and Federal legislation to determine impact on administrative plans, policies, and strategies; prepare and coordinate responses and recommendations as appropriate.
13. Manage assigned supervisors, operations, and activities to ensure compliance with departmental rules and regulations.
14. Develop and implement procedures, guidelines, and programs to improve the effectiveness and efficiency of department operations.
15. Provide recommendations regarding purchases during preparation of department budget request.
16. Participate in public relations programs, which may include speaking to citizen and school groups. Meet with citizens as necessary to respond to inquiries, complaints, and requests and to resolve problems/complaints.
17. Operate a motor vehicle safely and legally.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. A bachelor’s degree from an accredited university with major coursework in public administration, business administration, finance, or a closely related field
2. Seven years administrative/management experience.
3. Broad knowledge of municipal government organization, authority, and functions; inter and intra-governmental relationships; principles and practices of public administration, budgeting, and management.
4. Familiarity with municipal budgeting practices and the modified accrual basis of accounting.
5. Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Licenses & Certificates:

1. Possess and maintain Criminal Justice Information Services (CJIS) security clearance within the first 45 days of employment.
2. Possess and maintain a valid Oregon operator driver license with acceptable driving record.

JOB TITLE – City Manager

DESIRABLE QUALIFICATIONS:

1. Master's degree or higher in management, public administration, or related field is desirable.
2. Membership in Oregon City/County Manager Association (OCCMA) is desirable.
3. Experience in reporting requirements for Governmental Accounting Standards Board (GASB) and Annual Comprehensive Financial Report (ACFR) is highly desirable.
4. Experience managing in a municipal government that is similar to or larger than the City of Lebanon is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced, modern, and highly complex principles and practices of public administration and City government.
2. Advanced and highly complex principles, practices, and techniques of Generally Accepted Accounting Principles (GAAP).
3. Personnel policies and practices, including employee selection, supervision, training, and professional development.
4. Government budget policies and procedures.
5. Principles and practices of effective labor relations.
6. Principles of effective public relations and the interrelationship with community groups, public agencies, private business, firms, and other levels of government.
7. Principles and practices of management and supervision.
8. Principles of municipal budget preparation and fiscal accounting.
9. Principles, practices, and techniques of community and economic development.
10. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision, leadership, and oversight.
2. Planning, coordinating, and directing the operations of the Department Directors.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work method procedures.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally)
8. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.

JOB TITLE – City Manager

4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective, and efficient manner.
6. Analyze facts and exercise sound judgment.

PHYSICAL REQUIRMENTS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.		X			
Walking – Even Surface				X		21-50 lbs.		X			
Walking – Uneven Surface			X			51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting			X			Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low					X
Reach – Backward		X				Noise – Moderate			X		
Climbing – stairs			X			Noise – High		X			
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand			X			Cold		X			
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours		X			

JOB TITLE – City Manager

SUPERVISORY RESPONSIBILITIES: Responsible for over 125 FTE, seldom over 150.

SUPERVISION RECEIVED: Works under the direction of the Mayor and City Council.



Approved by Mayor

I have reviewed the job description and affirm that I can perform the essential function with or without accommodation.

Employee Signature

Date