

City of Port Orford

CITY ADMINISTRATOR/RECORDER JOB DESCRIPTION

GENERAL DUTIES

The City Administrator/Recorder shall be the head of the administrative branch of the City and have general supervision over all City employees and all appointive City Officers except that the City Administrator/Recorder shall not employ or dismiss a department head without the concurrence of the Mayor and Common Council; shall not impinge on the City Attorney's ethical obligations to the Common Council of the City of Port Orford; shall have no control over judicial activities of the Municipal Judge and shall have no power of appointment or removal of the Municipal Judge, City Attorney or Chief of the Volunteer Fire Department.

The City Administrator/Recorder is responsible for overall management of City departments and utilities. This position combines the managerial duties of an administrator with the Recorders' statutory responsibility for records and official documents management with advanced administrative support to the Mayor and the Council.

GENERAL FEATURES

Plan, organize, and direct the overall City government, monitor activities of the entire City organization and assure that City Council directives are properly implemented and monitored.

SUPERVISION RECEIVED

Supervised by Mayor, who has hire and fire authority with consent of City Council. Mayor to be the liaison between the City Administrator/Recorder and the City Council.

SUPERVISION EXERCISED

Staff members reporting directly to the City Administrator: Public Works Superintendent, Finance Director, Chief of Police.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties, at the direction of the City Council, include, but are not limited to the following:

- Assume full responsibility for all City operations including administrative services, and public works programs
- Serves as city records manager by maintaining custody of official records and archives.
- Attends city council meetings, study sessions, and workshops; records legislative actions including city ordinances, resolutions and minutes of meetings; facilitates logistical arrangement for meetings of the city council and ensures compliance with state public meeting laws.
- Maintains city charter and municipal code.
- Direct and participate in the implementation of City goals, objectives, policies, priorities, and procedures.
- Responsible for seeing that City ordinances and resolutions are enforced.
- Responsible for overseeing the operation of all public utilities owned and operated by the

City.

- Have general supervision over all City property and equipment.
- See that the provisions of all franchises, leases, contracts, permits and privileges, granted by the City are fully observed.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources.
- Prepares and distributes city council and other agenda packets as needed; facilitates public access to the legislative process in order to ensure compliance with legislative requirements and openness of the decision making process.
- Make or cause to be made, studies and surveys of the duties, responsibilities and work of the personnel employed by the City.
- Oversee Budget Officer in the development and administration of the City Budget. Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens.
- Maintain positive contact with community groups to represent the City; develop community relations program and policies; represent the City to neighboring jurisdiction, governmental bodies, organizations and the news media.
- Meet with citizens to review and resolve customer service and other issues.
- Communicate with State and Federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.
- Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between City, State, and County governments and private interest as issues arise.
- Provide leadership and direction in such areas as major projects and long range capital programs.
- Direct the preparation of plans and specification for work which the City Council orders.
- Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.
- Provide support to the Common Council; assist council members with a variety of activities, providing leadership and information as requested; assist council members in drafting policies, facilitating the development of City plan, regulations and ordinances; attend council meetings. Make monthly written reports to the City Council on activities occurring that month.
- Provide staff support to boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration and management.
- Perform related duties and responsibilities as directed by the Mayor and City Council.

QUALIFICATIONS

U.S. citizen and resides within a normal driving time of 15 minutes from the City of Port Orford.

KNOWLEDGE

Knowledge of operations, services and activities of a municipality; principles and practices of public administration, program development and administration, municipal budget preparation and administration, personnel administration, and report preparation. Knowledge of rules and regulations governing public meetings; pertinent Federal, State and local laws, codes and regulations. Familiarity with Oregon Revised Statutes. General Engineering knowledge would be an asset.

ABILITIES

Ability to plan, organize and direct the operations, services and activities of a municipality; analyze situations accurately and adopt an effective course of action; develop and administer departmental goals, objectives and procedures. Ability to select, supervise, train and evaluate City personnel according to the City Employee Manual; delegate authority and responsibility. Ability to identify and respond to community and City Council issues, concerns and needs. Ability to prepare clear and concise reports; prepare and administer budgets; and research, analyze and evaluate new service delivery methods and techniques. Ability to read, interpret, apply and explain Federal, State and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with those contacted in the course of work, accept and carry out responsibility for direction, control, and planning.

EXPERIENCE

Five years of increasingly responsible managerial and administrative experience, preferably in a municipal government environment; or, two years experience in a municipal or nonprofit environment with a Bachelor degree from an accredited college or university, preferably with major course work in public administration or a related field.

LICENSES AND OTHER REQUIREMENTS

Valid Oregon State driver's license. Computer experience: Windows environment; word processing and spreadsheet use with Microsoft Office.

WORKING CONDITIONS

Maintain positive attitude when dealing with the public, Mayor and the City Council. Regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

Position requires working in a standard office environment and involves sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard. Additionally, the position requires near vision in reading reports and using a computer; hearing and speaking is required when interacting with the public and others.

PHYSICAL ABILITIES

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

FLSA EXEMPTION STATUS

Exempt