



LOCATION: Tillamook, Oregon
DEPARTMENT: Administration

JOB TITLE: City Manager (Exempt)
COMPENSATION: Contract Negotiated DOE

PURPOSE OF POSITION: As the chief executive officer for the City, plan and direct the activities of assigned City departments, either directly or through subordinate supervisors. Perform various other activities.

ESSENTIAL JOB FUNCTIONS: Provide administrative direction to City employees, directly or through subordinate department heads, excluding the City Recorder and Municipal Judge. Ensure resolution of personnel issues. Review hiring, discipline and termination recommendations and make final determinations.

Manage and coordinate projects and programs to accomplish goals and objectives of the City Council, in particular those relating to the financial health of the community.

Research and apply for various grant opportunities that are appropriate to accomplish goals and objectives of the City Council. Provide overall administration of grants received by the city. Coordinate with other agencies and interested parties in grant procurement and administration of grants for city projects.

Confer with department heads and others on varied operating and administrative problems, review departmental plans, programs and procedures, and suggest new innovations or methods to improve the standard of services provided by the City.

Supervise the preparation of the annual budget; review and approve departmental needs and estimates; transmit budget document to Budget Committee and City Council for review and approval. Administer approved budget and monitor overall expenditures to ensure compliance with budget.

Oversee all City real and/or personal property. Act as business agent of the Council for the sale or purchase of real estate and other matters relating to franchises and leases. Maintain adequate inventory records for personal and real property owned by the City. Advise Mayor and Council concerning the purchase of new machinery, equipment, supplies or services that can be obtained under terms and conditions most advantageous to the City.

Meet 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.

Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups such as Tillamook County, Oregon Department of Transportation, Port of Tillamook Bay, Tillamook County Creamery Association, Chamber of Commerce, Columbia-Pacific Economic Improvement District

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.
CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY EMPLOYER.



JOB TITLE: City Manager

DATE: January 2020

(COLPAC), Northwest Oregon Area Commission on Transportation (NWACT), League of Oregon Cities (LOC) Small Cities Group, and other regional partnerships. Explain City issues and projects and encourage citizen participation and support.

Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible. Must demonstrate ability to listen and understand constituent concerns and respond in a positive, non-confrontation manner even if final resolution is not that which was requested or needs further research. Follow through to ensure resolution of citizen inquiry.

Follow all safety rules and procedures for work areas.

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

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of municipal government organization in the State of Oregon, powers, functions and relationships with other governmental jurisdictions; principles and practices of public budgeting, planning and community development, finance, and personnel management. Equivalent to a complete four-year university education and over five years responsible public or business management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Incumbent must be bondable. Within six months of appointment, must reside within ten miles of the city limits of Tillamook.

DESIRABLE REQUIREMENTS: Possession of a Master's degree in a related field. Previous experience as a City Administrator/Manager in a city of comparable size. ICMA Certified Manager. Knowledge of Oregon Planning and tax laws. Incident Command System (ICS) training.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and 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: Responsible for over 20 FTE.

SUPERVISION RECEIVED: Works under the general direction of the City Council.

APPLICATION PACKET: <http://tillamookor.gov/employment-opportunity-tillamook-city-manager/>