

City of Burns City Manager Job Description

General Duties

The city manager is the administrative head of the City of Burns and is responsible for the City's overall management and administration. The city manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. The city manager exercises supervision over the City's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The city manager must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitored. The city manager will work closely with the mayor as the mayor will often serve as a liaison between the city manager and council.

Education and Experience

- Bachelor's degree (e.g., business administration, accounting, finance, public administration, public policy, or related field) or combination of skills, training, and five years public or municipal administration experience. Master's degree or equivalent experience in public or municipal administration is preferred.
- Leadership experience in public or municipal administration. Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation.
- Managerial and personnel administration experience in the public and/or private sectors. Excellent communication skills and experience working closely with elected officials. Experience facilitating conflict management and resolution. Ability to collaborate and develop effective community partnerships.
- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing Oregon municipalities.
- Education (e.g., associate's or bachelor's degree) or five years or more job experience in accounting.

Skills

- Strong management skills and ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage employees and select, supervise, train, and evaluate personnel according to the City's personnel policies and procedures.
- Highly collaborative, organized, and efficient. Strong work ethic and demonstrated conflict resolution skills.
- Excellent writing and communication skills (including interpersonal communication). 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 laws, regulations, ordinances, and policies.
- Strategic thinker and planner, problem solver, and ability to lead the council and staff in ongoing strategic planning and implementation efforts.
- Ability to plan, organize, and direct municipal operations, services, and activities. Analyze situations accurately and adopt an effective course of action. Develop and administer

departmental goals, objectives, and procedures.

- Ability to identify and respond to community and council concerns and needs. Ability to establish and maintain effective and important community partnerships.
- Proficiency in Excel.

Working Conditions

- Routinely moves computer equipment and other items weighing up to 50 pounds. Occasionally ascends/descends stairs, ladders, and ramps. Work also consists of moving throughout buildings and various sites.
- Remains in stationary positions (e.g., seated position) for extended periods of time. Remains in a standing position for extended periods of time. Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. Grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard.
- Expressing or exchanging ideas by means of the spoken word to impart oral information to the council, staff, and/or public. Communicate (orally and in written form) detailed instructions to others accurately, loudly, and/or quickly.
- Work involves perceiving the nature of sounds by ear. Work also involves having clarity of vision at various distances.
- Travel to various locations inside and outside the City's incorporated limits.
- Regular evening and weekend work is required to attend meetings and meet deadlines; regular and consistent attendance is required.

Essential Functions

The essential duties and responsibilities of the city manager include, without limitation, those duties and responsibilities described in the 1996 Burns Charter and the following:

- Responsibility for all City operations, including administrative services and public works programs.
- Direct and participate in the implementation of City goals, objectives, policies, priorities, and procedures.
- Responsible for seeing that City ordinances and resolutions are properly enforced, including code enforcement.
- General supervision over all City property and equipment.
- Ensure that all City franchises, leases (including airport leases), contracts, permits, and privileges are fully observed and properly enforced.
- Establish, within City policy, appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Allocate resources.
- Plan, direct, and coordinate, through staff, the work plan for City projects and programmatic area of responsibility. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement and additional responsibilities.
- Make, or cause to be made, studies and surveys of the duties, responsibilities, and work of City personnel.
- Develop and properly administer the City's budget. Ensure financial soundness and integrity of

the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens. Review and balance City books and accounts.

- Maintain positive contact with community groups to represent the City. Develop community relations programs and policies. Properly represent the City to neighboring jurisdictions, governmental bodies, organizations, and the news media.
- Meet with citizens to review and resolve customer service and other issues.
- Communicate with federal, state, and local officials and legislators to present the City's viewpoint on pending administrative and legislative actions.
- Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between the 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 specifications for council policies.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in City affairs or concerns.
- Provide support to the 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 plans, regulations, and ordinances. Attend council meetings. Make monthly written reports to the 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.
- Assist Harney County with economic development through CRT and the County Economic Development Director.
- Cemetery management and administration, including, without limitation, maintaining cemetery records and an accurate and functional cemetery budget.
- Airport management and administration, including, without limitation, ensuring that all airport operations are conducted in accordance with FAA regulations and all other applicable laws.
- Janitorial services concerning city hall, including sweeping, mopping, vacuuming, dusting, etc.
- Perform such related duties and responsibilities directed by the council from time to time.

If and after obtaining the council's prior approval, the city manager may delegate or assign certain non-managerial functions to other City staff for completion.

Employment

The city manager is a salaried exempt employee under state and federal laws. The city manager will work on a regular full-time basis, with the ability to work irregular hours, including nights and weekends, as necessary or appropriate. The city manager is employed on an at-will basis.

If determined necessary or appropriate, the council may modify, supplement, revise, change, and/or delete all or any part(s) of this job description.