



**City of Klamath Falls**

**Position Description**

Position: City Manager	Group: Non-represented
Department: City Administration	FLSA: Exempt
Evaluated by: City Council	Salary Grade: 136

**Summary**

As the administrative head of government, directs and coordinates administration of city government in accordance with policies determined by City Council. 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, lead and inspire staff, and ensure that council policies and directives are properly implemented and monitored. Evaluated by and responsible to the City Council.

**Distinguishing Career Features**

Chief Executive level local government leader with advanced academic and professional training. As Chief Executive/Administrative officer of the City, they must be versed in a wide range of local government issues, a capable public speaker, concise communicator, and able to lead and inspire staff. Individuals in this category have distinguished themselves with executive leadership skills in multiple areas. This is the highest level of leadership in the City, responsible for all day-to-day operations.

**Essential Duties and Responsibilities**

Guide, lead and inspire staff in accomplishing the vision and mission of the City.

Work with City Council to establish and implement goals and objectives to improve the City.

Powers and Duties described in the City Charter of 1972. [Section 22, (d), #1 - #16]

- To devote their entire time to the discharge of their official duties except as may otherwise be approved by the Council.
- To prepare the annual budget and present it to the Budget Committee.
- To act as purchasing agent for all departments. All purchases shall be held within the budget of the department for which it is made, except where approval thereof is given by the Council and a record of such approval entered in the minutes of the Council.
- To appoint, supervise and remove with or without cause all appointive officers of the City of Klamath Falls and all department heads and employees except, however, the Municipal Judge and City Attorney who shall be appointed and removed by the Council at its pleasure. All such appointment shall be made upon the basis of merit and fitness alone. The salaries of all appointed officers, department heads and employee shall be fixed by the manager, but the Council shall set salary ranges within the individual classifications.

- To act as business agent of the Council for the sale or purchase of real estate and for matters relating to franchises, leases, contracts, permits and the use of City property and to see that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are fully observed and to report to the Council any violations.
- To attend all meetings of the Council unless excused there from by three members of the Council.
- To keep the Council advised as to the needs of the City.
- To submit to the Council an annual report of all departments of the City and such other reports as the Council may require.
- To prepare a written agenda which shall be available to the Mayor and Council at least three days prior to each regular meeting of the Council.
- To have general supervision over all City property and its use by the public or City employees.
- To have control, subject to such ordinances as may from time to time be adopted, of all public utilities owned or operated by the City.
- In order to facilitate the prompt, economical and efficient dispatch of City business, to organize the work of the departments under their control, assign assistants, deputies and employees from any office or department of the City Government to perform work or services in connection with any other office or department therefore to work in more than one of said offices or departments, provided that no such change shall affect the powers or duties of any elective officer of the City, Municipal Judge or City Attorney.
- The duties of all officers appointed by the city manager and all department heads and employees shall be assigned to them by the manager or by such officer or department head as the city manager may designate.
- To control the purchase, storage and distribution of all supplies, materials, equipment and contractual services required by the City or any department or agency thereof in the manner as may be provided by ordinance and to establish and enforce standard specifications with respect to such supplies, materials or equipment.
- To carry out and enforce all properly enacted ordinances, resolutions and rules of the City.
- To perform such other and further duties as shall be directed by the Council.

## **Qualifications**

### **▪ Knowledge and Skills**

Principles of public administration, current social, political, and economic trends affecting municipal government; applicable federal and state laws affecting local government with emphasis on Oregon's land use system; principles and methods of statistical analysis and research; local government organizations; economic development; intergovernmental relations; and strategic and long-range planning.

Skill in public administration; finance, system evaluation; communications, including active listening; building and maintaining effective professional relationships; complex problem solving, judgment and decision-making; project management and time management; economic development; public speaking.

### **▪ Abilities**

Ability to: interact effectively with the City Council, department directors, other City employees and the public; analyze complex administrative problems and make sound policy and procedural recommendations; lead and inspire a diverse work group, communicate clearly and concisely, both orally and in writing; properly interpret and make decisions in accordance with applicable laws, regulations, and policies; and prepare complete and accurate reports.

- **Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

- **Education and Experience**

The position requires a master's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field, and seven (7) to ten (10) year of progressively responsible management experience, preferably in the public sector. Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.

- **Licenses and Certificates**

Requires a valid Oregon driver license or the ability to obtain within three months of hire date.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety risks.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.