



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

CITY MANAGER

DEPARTMENT/DIVISION: Administration

GRADE: CM

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Directs and coordinates administration of city government in accordance with policies determined by City Council by performing the following duties personally or through subordinate supervisors.

EXAMPLES OF DUTIES

Duties may include the following, but are not limit to:

Appoints department heads and staffs as provided by state laws or local ordinances.

Supervises activities of departments performing functions including collection and disbursement of taxes, law enforcement, construction of public works, and purchase of supplies and equipment.

Prepares annual budget and submits estimates to authorized elected officials for approval.

Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.

Acts as the Administrative head of the City government by performing the Powers and Duties specifically described in the City Charter of 1972. [Section 22, (d), #1 - #16]

1. To devote his entire time to the discharge of his official duties except as may otherwise be approved by the Council.
2. To prepare the annual budget and present it to the Budget Committee.
3. To act as purchasing agent for all departments. But, 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.

4. 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.
5. 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.
6. To attend all meetings of the Council unless excused there from by three members of the Council.
7. To keep the Council advised as to the needs of the City.
8. To submit to the Council an annual report of all departments of the City and such other reports as the Council may require.
9. 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.
10. To have general supervision over all City property and its use by the public or City employees.
11. 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.
12. In order to facilitate the prompt, economical and efficient dispatch of City business, to organize the work of the departments under his 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.
13. The duties of all officers appointed by the manager and all department heads and employees shall be assigned to them by the manager or by such officer or department head as he may designate.
14. 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.
15. To carry out and enforce all properly enacted ordinances, resolutions and rules of the City (Added May 20, 1980.)
16. To perform such other and further duties as shall be directed by the Council. (Renumbered May 20, 1980.)

SUPERVISORY RESPONSIBILITIES

Manages department directors (Police, Planning, Airport, Public Works, Finance, Human Resources) who supervise a total of 150 employees. Is responsible for the overall direction, coordination, and evaluation of the department directors.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of all employees; planning, assigning, and directing work, appraising performance, and rewarding and disciplining department directors; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or experience:

Bachelor's Degree required with Masters in public administration, business, planning or other related fields desirable. Five to ten years of progressively responsible municipal management experience with strong skills in all facets of local government management required. Some rural government experience desired.

Other skills and abilities:

- Economic Development.
- Skill in strategic and financial planning.
- Ability to promote team building with staff and with Council.
- Skilled in negotiation.

Language skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level.

Mathematical skills:

Example: Ability to understand and interpret the City's budget information and the finances of the various aspects of City business.

Reasoning ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The work is typically performed in a well-lighted, temperature-controlled office.

The noise level in the work environment is usually quiet.

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.

