

CITY OF PHOENIX, OREGON
CITY MANAGER POSITION DESCRIPTION

As the chief executive officer and under the supervision of the City Council, the City Manager plans, organizes and directs all phases of the activities and operations of the City to ensure the most effective use of financial and human resources in the provision of City services to the public. Performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops, plans and implements goals and objectives for the City and receives input from the Mayor and the City Council. Recommends and administers policies and procedures necessary to provide municipal services. Approves major new or modified programs, systems, or policies that have a high impact or high visibility in the community.
2. Ensures adherence to and enforcement of all ordinances of the city and the laws of the state, as well as city policies and procedures. Ensures that the provisions of the franchises, contracts, leases, permits and privileges granted by the City are fully observed and reports to the Council any violations thereof.
3. Provides highly responsible administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to City Council reports of financial and administrative activities. Communicates effectively and frequently with the City Council and keeps the Council informed of issues, trends and other matters of citywide interest.
4. Directs the development, presentation and administration of the City budget. Prepares and oversees the financial forecast of funding needed for staffing, equipment, materials and supplies; monitors revenues and expenditures; implements mid-year adjustments as necessary.
5. Participates in and supports development of the City's Executive Team, as well as the personal and professional development of department directors. Facilitates, leads and participates in the meetings and activities of the Executive Team.
6. Selects, appoints, supervises and evaluates department directors and meets with them individually to review the status of department operations and projects. Consults with and advises directors in matters that include problems, methods, alternative actions, staffing and planning.
7. Represents the City in the community and at professional meetings; participates on a variety of boards, commissions and groups; attends all City Council meetings; provides leadership and guidance for various community clubs and civic groups; appoints administrative committees for coordination of services and activities.
8. Meets with media representatives and provides information for feature articles and publicity releases. Responds to and resolves difficult/sensitive citizen inquiries, complaints and concerns.
9. Facilitates and proposes solutions on a variety of administrative, fiscal and high-profile projects. Administers specific program activities by planning, organizing and supervising activities. Establishes and/or implements operating policies and procedures.
10. Confers with residents, businesses and other individuals, groups and outside agencies having an interest in the affairs of the community or City government; interprets,

analyzes and explains policies, procedures and programs. Reviews difficult or sensitive customer relations issues and implements corrective actions, as necessary, in a timely manner.

11. Negotiates contracts and solutions on a variety of administrative, fiscal and special projects, including collective bargaining agreements with City labor unions.
12. Coordinates the implementation of effective processes and models to maintain and promote organization-wide morale and a respectful, productive workplace.
13. Phoenix Urban Renewal Agency Executive Director: Oversees appropriate commercial and other development. Prepares agendas and budgets. Provides guidance to the Agency. Works with property owners within the urban renewal district along with state and county officials to provide the most meaningful economic development possible. Carries out the policies and directives of the urban renewal plan and the Agency board of directors.
14. Performs all duties as may be prescribed by City Council action.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Public Administration, Business Administration, Finance, Human Resource Management or closely related field. A Master's Degree in Public Administration is preferred. An equivalent combination of education, management and supervisory experience and training providing the knowledge, skills and abilities necessary to perform the essential functions of the position may be substituted on a case-by-case basis. A minimum of two years of city, county or special district management experience is desired.

SKILLS AND ABILITIES:

1. Advanced analytical and data management skills.
2. Advanced written and oral communication skills.
3. Strong presentation and speaking skills.
4. Ability to communicate and serve as a strong partner with the City Council.
5. Attention to detail while maintaining a "big picture" vision of the long-term needs of the City.
6. Ability to quickly grasp new concepts and laws related to public agency management.

KNOWLEDGE NEEDED:

1. Modern and highly complex principles and practices of municipal administration, organization and economic development functions and services.
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
3. In-depth knowledge of public meetings and public records law, as well as parliamentary rules of procedure.
4. Principles and practices of municipal government budget preparation and administration, and working knowledge of Oregon tax and budget law.
5. Principles and practices of organization, administration and personnel management.
6. Research and reporting methods, techniques and procedures.
7. Principles of effective public relations and interrelationships with community groups and agencies, private business and other levels of government.

8. Sources of information related to a broad range of municipal programs, services and administration.
9. Pertinent Federal, State and local laws, codes, and regulations.
10. Principles of supervision, training and performance evaluation.
11. Principles of risk management and loss prevention.
12. Principles and practices of public procurement, including Oregon public contracting law.

PHYSICAL DEMANDS OF THE POSITION:

- Mobility: frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: occasionally up to 30 pounds.
- Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision.
- Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry).
- Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone.
- Emotional/Psychological: constant coworker and/or public contact.

WORKING CONDITIONS:

Work is performed primarily in an office environment with regular work site visits.

SUPERVISION RECEIVED:

Works under the general supervision of the City Council with significant latitude to complete assignments and program responsibilities independently.

ACCOMMODATIONS:

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.