



JOB DESCRIPTION

ORGANIZATION:	City of Shady Cove, Oregon	LOCATION:	City Hall
DEPARTMENT:	Administration	DATE:	02/10/2026
JOB TITLE:	City Administrator	FLSA:	Exempt

THE POSITION

This position serves as the administrative leader of the City of Shady Cove. The City Administrator provides oversight and ensures coordination between all City operations. They are responsible for developing and controlling the annual budget and financial reporting; personnel management, recruitment, and retention; purchasing, contracts and services; managing community and intergovernmental relations including intergovernmental agreements; long-term planning and project management. The City Administrator will serve without regard to political considerations and is not required to reside within City limits.

ESSENTIAL JOB FUNCTIONS

Mayor and Council, Commissions and Committees: Provide support to the Mayor and Council, commissions and committees for all meetings; provide reports and information about City operations; assist in establishing goals, objectives and policies of the City; coordinate City resources to implement and enforce goals, objectives and policies. Communicate accurately, effectively, and honestly with Council, citizens, staff and intergovernmental/business partners.

Administration/Management: Establish and maintain a positive and cooperative working relationship with citizens, City officials, employees and volunteers. Effectively manage and organize projects while providing effective delegation and supervision to make sure budgets and timelines are met. Review and implement changes to improve operational economy and efficiency.

Effectively manage and oversee all City operations, including budgeting and finance, planning and land use, public safety, emergency management, public works, personnel, and all other departments/services. Act as the City's business agent in the sale of real property and other matters related to City contracts, permits, franchise agreements and leases. Understand public purchasing and procurement requirements; act as the City's purchasing agent and signs all requisitions on City accounts.

Budget/Finance: Preparation of City budget and coordination of the budgeting process including timely preparation of budget, presentation to the City Budget Committee, public hearings and review, City Council approval and adoption. Administer City budget, audits, and financial reporting in accordance with state law. Preparation of timely, complete, and accurate financial information and regularly present to Mayor and Council a comparison of budget to actuals, providing detailed explanations of significant discrepancies. Direct functions in all areas of accounting and finance, including receipts, disbursements, audits, contracts, special assessments, debt management as well as grant application and administration.

City Recorder: Duties include organization, compilation, and processing of Council agendas. Draft resolutions, ordinances, minutes, proclamations, and reports for Council, ensuring notice and legal posting requirements are met. Attend regular and special meetings of the Council, citizens advisory committees, budget committee and other ad hoc committees as directed. Ensure permanent records are maintained, including long term records management system. Direct the maintenance of real property deeds and easements. Perform election officer duties, including conduct and oversight of activities related to municipal elections.

Personnel/Human Resources: Exercise control and general supervision over all City employees. Apply state and federal employment laws as well as the Collective Bargaining Agreement. Participate in labor contract negotiations with Council direction. Manage union-related activities including communication on issues subject to the Agreement. Develop and maintain employee personnel records and procedures. Assess City needs and create/maintain a staff to support current needs by appointing, evaluating, disciplining, and removing employees as necessary for efficient operations of the City.

Risk Management: Maintain insurance records including Workers' Compensation, liability, auto, and property insurance. Communicate with City's agents of record and insurance companies regarding processing and disposition of claims.

Ensure compliance with OR OSHA, implementing best practices for workplace safety. Safeguard City resources from unnecessary risks. Ensure safe work habits are followed. Assure regular safety meetings and ongoing safety programs are implemented and maintained.

Function as Emergency Management Incident Commander and serve as liaison with County, State and Federal emergency management. Assure compliance with all FEMA rules and regulations. Respond to local City emergencies (i.e. flooding) within 30 minutes.

Community Relations: Assist citizens seeking information or making a complaint with focus on amicable and equitable resolutions for all. Remain open and attentive to citizens with a commitment to follow-through on solutions. Exercise the highest degree of tact, patience, and professional courtesy in contacts with the public, personnel and all elected/appointed officials to maintain the highest possible standard of public service. Maintain a positive working relationship with City staff, elected/appointed officials, volunteers, other organizations, and citizens.

Represent the City in intergovernmental and public relations activities. Work with representatives from diverse public and private agencies and entities to problem solve, negotiate agreements and/or contracts and disposition of complaints and related matters.

Other duties as assigned.

SUPERVISION

The City Administrator reports directly to the Mayor and is responsible to the full Council. Responsible for hiring, training, supervision, retention, dismissal, and record retention of staff as well as administration of personnel policies and procedures, including the Oregon Teamsters Employment Trust Union Agreement. Ensure that personnel are properly assigned and trained; delegate when appropriate to optimize available skills and abilities.

EDUCATION

Bachelor's degree in public/business administration, civil engineering or related degree from an accredited college or university preferred.

EXPERIENCE

Four (4) years of progressively responsible experience in local government, ideally positions such as City Administrator or Manager, Assistant Administrator or Manager, Finance Director, City Engineer or other equivalent department head.

SUBSTITUTION

Satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to effectively perform the job duties.

ADDITIONAL CERTIFICATES AND/OR REQUIREMENTS

Obtain and maintain a valid Oregon driver's license upon hire with a 30-minute emergency response requirement; Obtain and furnish a surety bond upon hire to be approved by the Council (The City shall pay the bond premium); Obtain FEMA incident command certification within first week of hire.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of
 - o Principles and practices of public budgeting, finance as well as knowledge of federal, state, and local laws, regulations and ordinances governing Oregon municipalities
 - o Principles of personnel management, including federal and state employment laws, to include labor laws in collective bargaining. The City Administrator acts as the chief negotiator for the City's labor contracts, requiring working knowledge of mediation techniques
 - o Municipal government organization, powers, functions, and relationships with other governmental jurisdictions
 - o Legal requirements and procedures for conducting elections
 - o Marketing, promotion, and tourism
 - o Oregon land use laws
- Excellent verbal and written communication, including excellent public speaking skills
- Proficient use of computer including email, Word, Excel, PowerPoint, social media, web applications and ability to learn and utilize applicable accounting software (Caselle)
- Skill in delegating, team building, and employee engagement
- Ability to establish and maintain effective working relationships with diverse groups
- Ability to manage multiple, diverse projects simultaneously
- Ability to act independently, initiate problem-solving and respond to difficult questions or criticism using active listening.

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

Working Conditions/Physical Demands: Duties occur both inside and outside of buildings with exposure to all types of weather conditions. (1) Mobility: frequent sitting for prolonged periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

The position is exempt from FLSA and subject to emergency on-call response after normal business hours. The Administrator is required to be in the office full-time.

Additional Information: The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.