

## JOB DESCRIPTION

**OVERTIME:**  Exempt  Non-Exempt

JOB TITLE: JOB GROUP: DEPARTMENT: DATE:	<b>City Manager</b> Executive Management <i>Administration</i> *1/1/2021 Changed by Ballot Measure
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The City of Ashland is a full-service City that runs its own Police Department, Fire & Rescue including ambulance service, Public Works Department including water, wastewater, street operations, and Engineering, Community Development Department including Planning and Building, Electric Utility, Municipal Court, and Fiber optic network. The City has a range of centralized services, including Information Technology, Finance, and Human Resources. A separate elected Commission, Ashland Parks and Recreation Commission (APRC), oversees employees in the Parks and Recreation Department; however, APRC shares part of general fund revenues with the City. The City has five (5) collective bargaining units: Ashland Firefighters' Association, Ashland Police Association, IBEW Electrical union, IBEW Clerical/Technical union, and the Laborers' International Union of North America.

**PURPOSE:**

Under the City Council's direction, the City Manager performs highly responsible management, administrative and professional duties as the Chief Executive Officer of the City of Ashland. Using a high degree of independence, initiative, and vocational ability in the daily administration and management of municipal operations, the City Manager implements policies and programs with a community-wide impact working within federal, state, and local regulations, laws, and guidelines. The City Manager provides visionary, innovative leadership, supervision, and general direction to the City's Executive Management Team. The City Manager provides professional-managerial support to the Mayor and Council in developing, enacting, and administering laws, policies, and programs; manages the City's budget; enforces or oversees enforcement of all City Ordinances, Resolutions and contracts; and performs other work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The City Manager is a single position classification. The incumbent serves as the chief administrative officer for the City and the principal staff person to the Mayor and the City Council. The City Manager serves as an experienced executive with a high aptitude to manage overall municipal operations.

**SUPERVISION RECEIVED:**

The City Manager receives general policy direction from the City Council.

**SUPERVISORY RESPONSIBILITIES:**

The employee in this classification will have direct supervisory responsibility over subordinate management, supervisory, professional, and technical employees, and functional supervisory responsibility over subordinate supervisory, professional, technical, clerical, and/or other employees.

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**ESSENTIAL JOB FUNCTIONS:**

*The duties listed below are intended to illustrate the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, and/or a logical assignment to the position designation.*

Establish an excellent working relationship with the Council on an individual and collective basis through clear and consistent communication. Keep the Council informed of current events, and supply prompt, well-researched recommendations, analysis, and alternatives to make informed decisions on behalf of the City. Provide direct staff support to the City Council at all regular Business Meetings, Study Sessions, Special Meetings, and Executive Sessions. Prepare the Agenda; supply information and reports covering City operations; support Council members in their deliberations on policy and/or legislative matters. Assist the Council as needed in preparing for meetings; communicate the decisions of Council to department heads, City staff, and the media; ensure implementation of Council actions.

Assist the City Council in developing and coordinating its initiatives and goals for the community into action in a transparent manner. Provide appropriate and effective services for the City based on an analysis of City needs, and various economic, legislative, and judicial influences; Develop strategies and recommend short and long range plans to support and engage City departments to implement these goals and policies.

Empower staff through clear communication, set exacting standards and expectations for staff accountability without micromanaging subordinates. Provide administrative direction to all City departments and employees, directly or through subordinate department heads and other managers; conduct performance appraisals and ensure that subordinate managers and supervisors do the same for their subordinates; ensure resolution of personnel matters. Hire, discipline, and as necessary, terminate department heads and other staff (with the exception of APRC employees, City Attorney, elected officials, and appointed officers of the City Council); maintain standards of efficiency and morale among all department employees on matters relating to personnel, employee relations, conflicts and grievances. The City Manager must be impartial and fair with the ability to generate trust in the organization and the community.

Oversee and direct the budget development process; review and approve departmental needs and estimates; prepare and transmit the Proposed Budget to the City's Citizen Budget Committee and the City Council for review and approval. Administer the Adopted Budget, monitoring expenditures to ensure compliance with the Budget and State law.

Work with various citizen and business groups to encourage and develop economic opportunities, attend meetings, and represent the City in multiple organizations and groups. Explain City issues and projects, promote citizen participation and support, respond to citizen inquiries, resolve complaints, or refer them to the right departments as needed; follow through to ensure satisfactory citizen inquiry resolution.

The City Manager must value and support partnerships and collaboration with other governmental agencies and stakeholders in the region; represent the City at meetings and events regionally, locally, and nationally, the City Manager will bring new ideas and solutions to the City Council and Community. The City Manager will be a problem-solver with the ability to multi-task and communicate simultaneously with the Council, Community, and staff in a transparent manner.

Dedicated to workforce diversity, equity, and inclusion and possess the desire to advance the City's achievements in this area.



**AUXILIARY JOB FUNCTIONS:**

Maintain ability by attending training conferences and meetings, reading materials, and meeting others in areas of responsibility.

Perform other work as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION, TRAINING, AND EXPERIENCE**

**Education:** Possession of a bachelor's degree with major coursework in public administration, business administration, finance, or a closely related field.

**Experience:** A minimum of ten (10) years of progressively responsible public sector administrative/management experience, including at least three (3) years of experience as a chief executive officer for a City, County or Special District or five (5) years of experience as a deputy or Assistant City Manager/Administrator.

**Substitution:** Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

**Desirable Qualifications:**

A master's degree in Public Administration is highly desirable. Experience managing in a municipal government comparable in size and complexity than the City of Ashland is beneficial. Certification as an ICMA Credentialed Manager and Oregon experience is preferred.

**SPECIAL REQUIREMENTS**

**License:** Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Advanced, modern, and sophisticated principles and practices of municipal government.
- City administration and functions, including organizational and economic development functions and services.
- Principles and practices of municipal budget preparation and administration.
- Principles of effective public relations and interrelationships with community groups, public agencies, private businesses, firms, and other government levels.
- Current social, political, and economic trends, as well as operating problems of municipal government.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of employee selection, supervision, training, and professional development.
- Emergency management/disaster mitigation, preparedness, and response efforts.

**Skill and Ability to:**

- Provide effective leadership and coordinate the activities of a city organization.
- Serve effectively as the administrative agent of a city council.
- Select, supervise, and evaluate assigned staff, including senior managers.
- Interpret and apply a wide variety of complex laws, rules, and regulations.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Communicate effectively, orally, and in writing and demonstrate strong presentation skills.



- Establish and support effective working relationships with those contacted during work. Demonstrate leadership to employees, contractors, public officials, other agencies, customers and the general public; Be resourceful, reach consensus with others and exhibit a collaborative style with community members, elected and appointed officials, executive management and staff. Gain cooperation through discussion and teamwork.

**PHYSICAL DEMANDS:**

*The physical and mental demands described here represent those that must be met by employees to perform the essential functions of this classification successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

(1) Mobility: frequent sitting for extended periods; occasional bending or squatting. (2) Lifting: often up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; color and depth vision. (4) Dexterity: frequent use of keyboard; constant repetitive motion; regular writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: routine hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; regular public and/or coworker contact; occasional working alone.

**WORKING CONDITIONS:**

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

Work is performed in a typical office environment and is subject to moderate noise.

