



Assistant City Manager

DEPARTMENT: Administration **SUPERVISOR:** City Manager
CLASSIFICATION: Exempt **PAYROLL:** 140

POSITION SUMMARY: Oversees and guides, as assigned, the activities of various departments, divisions, and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council. Provides administrative guidance, as assigned, to staff to ensure the City's goals and objectives are achieved in a timely and professional manner. Provides the City Manager and Council with accurate and timely information to support decision-making and policy direction. Duties include assisting with Council relations and serving as the Human Resources Manager, Records Manager, and Elections Officer, and other duties that involve confidential and sensitive information.

Serve as a member of the City's management team.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Provide support to the City Manager by serving as a liaison on major projects; provide special research and support to the City Manager.
- Plan, direct, interpret, and evaluate policies, activities/operations, as well as broad, long-range strategies and goals.
- Represents the City and the City Manager to staff, elected officials, and outside agencies; create, present, and explain City programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Attend City Council, and other meetings as assigned, and represents the City Manager as needed.
- Resolve or participate in resolving customer complaints.
- Participate in the development of the City's strategic plans and strategies to achieve stated goals.
- Perform the duties of the City Manager, as assigned, during the City Manager's absence.
- Assist with the City budget.
- Serves as a member of the City's management team.
- Assists with the management of the Administration Department operations by coordinating services, policies, procedures, and reports.

- Responsible for administration, updating, and oversight of the City’s website and social media accounts with news related items, Council meeting packets, employment postings, and other pertinent information.
- Maintains use and custody of the City seal.

Human Resources

- *Recruitment and Selection:* Oversees activities related to hiring or promotion to fill position vacancies; prepares recruitment announcements and job postings; coordinates training for hiring managers in legally sound recruitment and selection processes and assists with development of interview questions, written or skills exams and other testing procedures, may conduct interviews or participate in interview panels.
- *New Employee Orientation:* Develops and updates information for new employee orientation, as necessary; conducts orientations with new employees; prepares employment related paperwork.
- *Classification and Compensation:* Conducts or requests wage surveys and classification studies as necessary. Makes recommendations to City Manager on appropriate job description, classification, and/or pay of positions.
- *Performance Management:* Oversees performance appraisal system and forms; sends monthly notices to management; prepares Personnel Action Forms to implement salary and other personnel changes.
- *Training:* Coordinates City’s training programs by scheduling training sessions as necessary for the City and/or individual employees as necessary.
- *Policies:* Develops and maintains administrative and personnel policies; interprets policy and contract questions and provides guidance to managers and employees; communicates with labor units on policy questions.
- *Labor Relations:* May represent City management with non-union staff and bargaining units; may participate as member of management negotiation team; assists in researching negotiation issues and drafting contract language; assists the Department Heads and City Manager in responding to grievances; participates at hearings and at labor management committees.
- *Documentation:* Maintains personnel and medical files for all City; prepares Personnel Action Forms to document changes in employee status; prepares and/or processes documentation for Family Medical Leave, immigration, criminal history checks, exit interviews, job descriptions, and related personnel documents.
- *Benefits:* Work in coordination with the Finance Department to administer the City’s benefits program. Coordinates pay and benefit information with payroll.
- *Other:* Performs a variety of confidential and sensitive administrative tasks including gathering, interpreting, and preparing data for studies, reports, and recommendations; coordinating activities with other departments and agencies as needed; researching and

preparing a variety of studies, reports, and related information for decision-making purposes.

Records Manager

- Assigned by the City Manager as the confidential employee responsible for the integrity of City records. Maintains City records and official documents of the City such as ordinances, resolutions, deeds, leases, easements, and contracts.
- Responsible for supervising and coordinating all aspects of record management including the City's Oregon Records Management System (ORMS). Coordinates employee training on ORMS. Oversees records retention and destruction for the City.

Elections Officer

- *Serves as the City's Elections Officer:* This includes preparing candidate information packets; receiving candidate nominations; preparing ballot measures; certifying candidates to County election officer; researching election laws to ensure continuous compliance with legal publication and other requirements for City elections; preparing canvass of election results for adoption by the City Council; maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials; preparing oaths of office for newly elected officials.

General Duties

- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
- Serve as Notary Public.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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 individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and five years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis. Master's degree preferred.
- Broad knowledge of laws, regulations, and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Experience in a public agency highly desirable. Ability to research and interpret ordinances, statutes and administrative rules.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- Ability to work with people in stressful situations which may involve individuals who are distraught or highly stressed.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to communicate effectively verbally and in writing.

CERTIFICATES/LICENSES/REGISTRATIONS

- Notary Public.

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 individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Evening and weekend work is required as needed.
- Some travel within and outside the City is required.

PHYSICAL ABILITIES

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 individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the City Manager.
- Responsibilities include the direct supervision of up to 3 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Assistant City Manager Date _____

City Manager Date _____