

TOWN MANAGER
JOB DESCRIPTION 2005

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs, coordinates and supervises the operation and activities of the Town of Lakeview and is generally responsible for overall adherence of town, state and federal ordinances, resolutions and laws. This is a highly responsible position involving supervision and leadership of all Town personnel, including department heads. The Town Manager ensures continued implementation of all policies and procedures; administers the annual budget; invests Town funds; maintains and administers all financial records; interacts with community members and various groups, organizations, and agencies; and cooperates with other public and government agencies and organizations as required. Work performed will be a variety of routine, complex, and high-level administrative, technical and professional duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor and Town Council.

SUPERVISION EXERCISED:

Exercises full supervision and leadership over all Town personnel. Must work effectively with team-oriented management style.

KEY PERFORMANCE AREAS:

1. Plans, organizes, directs, supervises and manages all of the operations and activities of the Town to achieve goals as established by the Town Council with available resources. Plans and organizes workloads and staff assignment; trains, motivates, evaluates assigned staff; reviews progress; and directs changes as needed. Acts as coordinator between Department Heads and sees that projects remain on track.
2. Promotes and ensures continued operation and implementation of the Town's policies and procedures; develops changes as needed, studies and implements new or revised state and federal laws and requirements as required.
3. Ensures the highest standard of performance and integrity for all Town personnel and representatives. Communicates official plans, policies and procedures.
4. Ensures proper maintenance, dissemination, integrity, and confidentiality of all Town records, books, files, reports, policies and procedures, other miscellaneous public documents, and oral and written communication as necessary. Provides for overall backup, quality control, security and emergency situations.
5. Establishes work schedules and expedites workflow to ensure the Town functions in an orderly, professional, efficient and cost-effective manner while providing the maximum possible service to the Town and its residents.

6. Issues written and oral instructions; assigns duties; and examines work exactness, neatness and conformance to policies and procedures.
7. Responsible for hire, evaluating, discharging, disciplining, suspending, promoting, demoting and commending all personnel based on the recommendation of the Department Head and upon advising the Mayor and Town Council in accordance with adopted personnel policies and procedures. Prepares and updates job descriptions for all personnel. Performs internal investigations; keeps Mayor and Town Council informed of all ongoing internal investigations and/or concerns in accordance with Federal, State and Labor Laws. Recommends to Town Council the hiring of consultants and contractual employees.
8. Monitors and maintains harmony among employees and resolves grievances; responds to complaints; performs or assists subordinates in performing duties.
9. Serves as chief budget officer; receives departmental requests; prepares the proposed budget; monitors and controls expenditures to ensure compliance with the Town's annual budget and financial policies, purchasing policies, and local budget law. Assures sound budget and financial policies, purchasing policies, and local budget law. Assures sound fiscal control and effective and efficient use of budgeted funds, personnel, materials and facilities for the Town as a whole. Performs cost-control activities, budget analysis and forecasting; and develops changes as needed.
10. Maintains current knowledge of outside grant and funding programs; prepares grant and funding applications as authorized by the town Council; administers grant programs; responsible for fiscal accounting, reporting, monitoring requirements related to grant funds.
11. Assesses Town needs; responsible for purchase and disposal of equipment and supplies in accordance with purchasing policies and procedures; prepares bid specifications when required.
12. Ensures all equipment, apparatus, vehicles and office/work areas are continuously maintained in a state of good repair and cleanliness.
13. Maintains current knowledge of applicable Town ordinances, State and Federal laws, and changes as they occur that affects the Town of Lakeview government. Monitors Town ordinances, resolutions, policies and procedures and fee schedules and makes appropriate recommendations to the Town Council.
14. Confers with and provides professional advise and recommendations to the Mayor and Town Council, other appointed officials, Department Heads and employees regarding courses of action needed to enhance public services in the most efficient and cost effective manner. Recommends actions in matters deemed necessary and expedient.
15. Assists the Mayor and Town Council in the annual development of community goals and priorities; provides leadership and direction in the development of short and long-term plans, goals, objectives, and projects; implements goals and provides quarterly reports to the Council regarding implementation of Council policy as established through goals and priorities.
16. Establishes and maintains an effective public relations program between the Town and community to promote a positive and professional image and

reputation. Addresses and advises citizens, civic groups, business people, other community leaders, and general public on Town matters as needed. Prepares or supervises preparation of Town news releases and newsletter.

- 17. Formulates and maintains cooperative working relationships with and confers with Department Heads, other agencies, attorneys, judges, officials in other jurisdictions, state legislative and administrative officials and the media.
- 18. Investigates and responds to complaints and/or concerns and reports to or advises Town Council necessary actions to be taken.
- 19. Serves as the personnel director; maintains personnel files; coordinates employee benefits; assures compliance with governing regulations (personnel policies and procedures, FLSA, COBRA, PERS, wage and hour laws, etc.); explains applications governing regulations to employees and Department Heads; handles new employee orientations, monitors the training program needs for employees and ensures those recognized and defined needs are met; serves as the Town's ADA compliance officer; responsible for all employment advertising and compliance with EEO requirements.
- 20. Conducts data research and analysis information to prepare reports for, and make recommendations to, the Mayor and Town Council, appointed commissions and committees, other public or governmental agencies or representatives, the general public, and the media.
- 21. Through direct action or delegation, insures the enforcement of all Town ordinances and implementation of Town policies and procedures.
- 22. Other duties as required.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The following knowledge, skills, and abilities must be possessed; or the candidate must be able to explain and demonstrate the he/she can perform the essential job functions described herein, with or without reasonable accommodations, using another combination of knowledge, skills and ability required for this position and the omission of specific items does not exclude them from the position:

- 1. KNOWLEDGE
 - A. Considerable knowledge of modern principles, practices techniques, policies and procedures of municipal government and public administration.
 - B. Considerable knowledge of municipal finances, accounting procedures and municipal budgeting.
 - C. Considerable knowledge of human resources, supervisory, management

and administrative methods and techniques.

- D. Considerable knowledge of business English, spelling, grammar, punctuation and composition.
- E. Knowledge of city, county, state and federal laws and regulations pertaining to municipal operations, practices and responsibilities.
- F. Working knowledge of public works, public safety, community development and land-use planning, municipal policing, procedures and emergency response plans.
- G. Knowledge of equipment, materials and supplies utilized in Town government.
- H. Knowledge of personal computers networks, word processing and spreadsheet programs including graphics.
- I. Knowledge of record keeping and filing systems; purchasing and procedures and applicable laws.
- J. Working knowledge of municipal auditing procedures and fixed assets.

2. SKILLS

- A. Skill in operating a vehicle.
- B. Skill in planning, directing and administering municipal programs.
- C. Skill in the use of and maintenance of computer hardware and software and general office machines and equipment.

3. ABILITIES

- A. Ability to prepare and analyze concise, accurate and comprehensive reports and correspondence.
- B. Ability to communicate verbally and in writing effectively and convincingly with public and employees. Ideal candidate will have the ability to make complex information easily understood.
- C. Ability to work harmoniously and cooperatively with the public, co-workers, subordinates and elected and appointed officials.
- D. Ability to develop and implement sound work practices in regard to doing scheduling and budgeting in order to meet work flow demands in a timely and efficient manner.
- E. Ability to work under pressure, stress and public antipathy and handle verbal abuse and abusive language.
- F. Ability to understand, follow and deliver written and oral instructions.
- G. Ability to demonstrate well-developed personal qualities of leadership persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, compassion and independent decision making.
- H. Ability to derive pertinent information from the public, co-workers and records.
- I. Ability to assess Town needs and priorities and make decisions and/or

recommendations in accordance with Town policies about personnel, materials and supplies, equipment and training.

- J. Ability to administer Town, County, State and Federal laws ordinances, policies and regulations effectively to promote and manage public services and goodwill.
- K. Ability to analyze, understand and prepare technical information and reports and apply them to Town operations, policies and procedures.
- L. Ability to effectively motivate personnel, recognizes the lack of personnel effectiveness and brings about a positive performance and effectiveness.
- M. Ability to conduct public speaking presentations as requested or required.
- N. Ability to direct, effectively and with good judgement, the operation of personnel and equipment under both emergency and non-emergency conditions.

3. WORK ENVIRONMENT

While performing the duties of Town Manager, the employee works primarily indoors, in an office environment, and infrequently outdoors, in inclement, rainy, wet, snow, ice and cold weather conditions. Employee is often required to concentrate in spite of busy movement and/or talking nearby.

4. PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to site, stand, talk, hear and observe. The employee is typically required to move materials weighing up to 10 pounds on a recurring basis and must occasionally lift and/or move more than 50 pounds. Applicants must have good vision and hearing.

5. OTHER REQUIREMENTS

- A. Employee must possess a valid driver's license.
- B. Employee must be willing to live within a 30 minute response time to the Town of Lakeview.
- C. Employee must be bondable.
- D. Employee is required to have a telephone at his/her residence for emergency availability, and may be required to respond to an emergency on a 24-hour per day basis. Employee may be required to carry a pager and/or cellular telephone furnished by the Town. Additionally, employee is expected to respond immediately to non-emergency calls from the Mayor, Town Council, or other Town representatives unless the caller states otherwise.

6. MINIMUM MANDATORY JOB QUALIFICATIONS

- A. Combination of knowledge, skills and abilities necessary to perform the

duties and job function described herein.

- B. Education or experience equivalent to a four year college degree or university degree in public administration, political science, or business management in a closely related field.
- C. Minimum three to five years responsible experience in municipal government with at least two years in a supervisory or management position, or a combination of education and/or experience that demonstrates the ability to perform the required work as described herein.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

Must successfully complete screening examinations, job related tests as required, background checks, drug screen and employment physical.

Careers

Job Posting- Town Manager

The Town of Lakeview is now accepting letters of interest for Town Manager. The Town Manager is the administrative head of the government of the Town of Lakeview. The position will be filled by appointment of the Town Council. A bachelor's degree in public administration or similar related field and 5-years experience as a City Manager or County Administrator, and/or a commensurate combination of education and experience is required. Other qualities desired by the Town Council include excellent communications skills, team work, and customer service. Some important skills include assessing and developing policies and procedures, including development of resolutions and ordinances. The desired applicant will have strong accounting skills including payroll, accounts payable, budgeting and municipal finance. The salary range for the position is \$ \$72,000 to \$80,000, depending on experience and qualifications, as well as a generous benefits package. This announcement and job description are available on the Town website, www.lakeview-oregon.com or by calling 541-947-2020. Interested persons should submit a letter of interest, Town application, resume and a list of references to Lakeview Town Hall, Attn: Ray Turner, Mayor, 525 North 1st Street, Lakeview, OR 97630. This position will remain open until filled.

Job Description