

## City of Oregon City

## Position Description

Position: Assistant City Manager	Management
Department/Site: City Manager's Office – City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 190

### Classification Summary

Under general direction from the City Manager, the Assistant City Manager oversees assigned City departments, provides leadership, performs complex administrative duties, and undertakes a variety of special projects for the City Manager; assists the City Manager with direction and coordination of the activities of city departments; supports assigned City departments to ensure delivery of quality services, the development of plan and objectives that support City goals and priorities, and achievement of programmatic outcomes as specified by the City Manager. The Assistant City Manager will promote effective and efficient operations throughout the City by facilitating interdepartmental communication, cooperation, and sharing of resources; provide assistance, and support to the City Manager, City Commission, and Department Directors; and serve as the acting City manager as required.

### Typical Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- For each assigned program/department, manages the development and implementation of goals, objectives, and priorities; plans, directs, and coordinates, through management-level staff, departmental work plans; assesses and monitors departmental workload, administrative and support systems, and policies and procedures; identifies opportunities for improvement and directs and implements changes; meets with key staff to identify and resolve problems.
- Directs and manages heads of assigned departments/areas, including prioritizing and assigning work, providing training and development, evaluating performance, monitoring progress of initiatives and projects, and making hiring, termination, compensation, and disciplinary recommendations.
- Provides leadership, strategic direction and oversight of large-scale projects; administers and monitors project budget; oversees contractual obligations and delivery schedules; and provides for the coordination and allocation of resources.
- Supervises management staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress of reports and projects, interpreting policies and procedures, making hiring, termination, and disciplinary recommendations, making pay rate change recommendations, and providing training and development for staff.
- Conducts a variety of special projects and initiatives as assigned by the City Manager, which may involve extensive research and comparison, administrative follow-up, liaison with other agencies, Commission task forces, and City staff. Stays informed of the detail and progress of special projects and keeps the City Manager informed of progress and any issues of sensitivity.

- Ensures the implementation of identified initiatives and priorities to support diversity, equity, and inclusion (DEI) goals.
- Responds to requests for information from the City Manager, City Commission, boards, committees, and other outside agencies including identifying information needed and report format. Acts as a project manager and reviews reports prepared by staff including determining completeness and accuracy.
- Represents the City with key community and governmental organizations; engages community members, and media outlets; assists the City Manager in developing key working relationships with community partners.
- Represents the City on various Boards, committees, and agencies.
- Serves as the City Manager in their absence.
- Performs other duties of a similar nature and level as assigned.

## **Minimum Qualifications**

### **Knowledge**

*The position requires specialized knowledge of:*

- A City Manager/City Commission form of local government
- The City's services, processes, and procedures
- Leadership and management theories and principles
- Performance evaluation methods and reporting
- State and federal laws governing areas of assignment
- Personal computers and related software applications
- Oregon budget, public meetings, and public records law

### **Skills and Abilities**

*This position requires the ability to carry out, but is not limited to, the following functions:*

- Provide leadership and guidance broadly across an organization and team department directors
- Apply management theories and principles
- Manage special projects as assigned and see through to completion
- Oversee workplace development and implementation
- Evaluate programs for effectiveness and best management practices
- Communicate effectively with coworkers, management, elected officials, and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues
- Excellent written communication, editing, and proofreading skills.
- Comply with safety requirements of the position and promote safe work practices
- Prepare budgets, write reports, make presentations
- Promote positive public relations and provide exceptional customer service

### **Education, Training, and Experience**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in business administration, public administration, or similar discipline and ten years related experience; or

an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A master's degree in a related discipline is preferred.

**Other Requirements**

Positions of this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Will be required to work evenings and weekends. Duties will involve attending meetings or activities outside of typical working hours.

**Working Conditions / Physical and Mental Demands**

Incumbent must be able to function indoors in an office or private home environment engaged primarily in work of a sedentary to moderately active nature. Requires frequent repetitive motions including, but not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift, carry, push, and pull lightweight items.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*