

Yachats City Administrator

General Statement Of Duties:

The City Administrator is the chief administrative officer of the City of Yachats. Most duties of this classification involve working with community leaders, city employees, contract service providers and the general public. Actions taken are on broad policy, planning, and budget decisions of the City operations as directed by the City Council.

Distinguishing Features Of The Classification:

Acting as the chief administrative officer of the City, the City Administrator shall have control and general supervision over all city employees and all appointive City officers unless specifically excluded herein. Operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council.

Supervision Received:

Work is performed under the general supervision of the City Council.

Supervision Exercised:

Responsible for delegating the assignment and evaluating the work for all City employees. All staff & contract service providers report to this position and are under its general supervision. The City Administrator shall have the power to employ, discipline, dismiss, or transfer an employee from one department to another, pursuant to the personnel rules adopted by the City Council and consistent with the collective bargaining agreement; providing, however, that any employee or contract service provider dismissed by the City Administrator may appeal that dismissal to the City Council. Prior notification of such action must be given to the City Council.

Specific Exclusions To City Administrator's Authority:

The City Administrator shall not impinge on the City Attorney's ethical obligations to the City Council; shall have no control over the judicial activities of the Municipal Judge; and shall have no power of appointment or removal of the Municipal Judge or City Attorney. Power of appointment and removal of the Municipal Judge or City Attorney remains strictly within the prerogative of the Council, pursuant to the City Charter.

Key Performance Areas:

The City Administrator shall:

1. Devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor; attend commission/committee as appropriate; keep the Council advised at all times of the affairs and needs of the City, and make reports monthly, or more frequently if requested by the Council, concerning all departments of the City.
2. Ensures enforcement of all ordinances of the City including the provisions of all franchises, leases, contracts, permits, licenses and privileges granted by, or operating the City.
3. Authorizes vendors for all departments of the City. All purchases shall follow the purchasing policies and guidelines of the City of Yachats.
4. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such exhibits and analysis necessary to present a comprehensive annual financial plan.
5. Supervise all public utilities owned and operated by the City and shall have general supervision over all City real, personal and intellectual property.
6. Act as business agent of the Council for the sale of real estate and matters relating to franchises and leases.
7. Accountable for the operations of all services of the City. Analyzes and supervise the functions, duties and activities of the various committees / commissions and services of the City. Makes recommendations to the City Council as appropriate.
8. City Administrator shall develop and organize improvement projects/programs, and assist the City Council in carrying the same through to a successful conclusion.
9. Chairs the finance committee and the annual CIP process and includes representatives from all aspects of the city operations as appropriate.
10. Custodian of record for all personal and real property owned by the City.

11. Create, discover or implement leading practices which in his/her judgment will increase administrative / operational efficiency.
12. Exhibit at all times the highest degree of tact, patience, and professional courtesy in his/her contacts with everyone.
13. Perform such other duties as may be required of him/her by the Council, consistent with the laws of the State, the Charter, and Ordinances of the City of Yachats.

Employment Standards:

The City Administrator shall:

1. Be appointed by the Council of the City of Yachats, shall serve for an indefinite term, and may be removed with or without cause by a majority vote of the members of the City Council.
2. Receive such compensation as the Council shall determine by motion noted in the minutes of the Council.
3. At the time of appointment need not be a resident of the City of Yachats, or of the state, but within six months after the date of appointment shall reside within a one hour drive of Yachats.
4. Shall be required to carry a bond for the faithful performance of the duties of office in an amount to be determined by the City Council. Expense of said bond shall be paid from the budget of the City Administrator's office.

Educational Requirements:

Bachelor's Degree

Experience:

A minimum of five years progressively responsible public or business management experience affording a knowledge of local and state laws.

Knowledge Of:

Principles/practices of municipal budgeting, contracting, finance, accounting, grant funding, reporting, and personnel management, assigning and supervising the work of others; basic knowledge of public works procedures, municipal government powers, functions, organization, intergovernmental relationships; all modern office practices, procedures and methods; and general knowledge of legal requirements and procedures involved in conducting elections.

Skilled In:

Establishes and maintains cooperative and harmonious working relationships with City employees, the general public, representatives of business, governmental organizations, non-profits, legislative, administrative officials and volunteers.

Ability To:

Supervise and evaluate the activities of employees; properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall delivery of City services; develop and prepare effective, readily understandable correspondence, administrative and financial reports, and public relations information.

Pre-Employment Requirements:

To be determined by a professional search firm.

Compensation Type: Monthly

Exemption Status: Exempt

Last revised: 12/7/2015