



# City of Yamhill

A small taste of Oregon

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## *City Administrator-Job Description*

### **EXEMPT FULLTIME POSITION**

#### **GENERAL PURPOSE**

The City Administrator is appointed by the City of Yamhill's City Council and is responsible for all operations of the City. This includes implementing Council's vision, adhering to the City's Budget and personnel management of City Employees.

#### **SUPERVISION RECEIVED**

Works under the direct supervision and guidance of the Yamhill City Mayor.

#### **SUPERVISION EXERCISED**

The City Administrator shall have direct responsibility for the administrative affairs of the city, all department heads and assigning work to all city departments. The Administrator is responsible for general supervision and control of all non-elective officers and employees of the City, except the office of Municipal Judge and City Attorney.

#### **ESSENTIAL FUNCTIONS**

1. Act as administrative head for all City departments. Supervises, oversees, and assigns work to all departments to accomplish Council's goals. This includes direction to the Chief of Police, Public Works Director, Interim Finance Director/City Clerk, and Interim City Recorder/Admin Clerk.
2. Works as the Council appointed custodian of the Water/Sewer Accounts for monthly billings and statements and Municipal Court functions. Responsible to keep Council apprised of all department operations;
3. Hires all City employees subject to personnel policies and Budget as adopted or amended by City Council;
4. Responsible for the process to ensure all employees are evaluated on an annual basis; Responsible for a city-wide compensation program that supports fair compensation for all City employees.
5. Operates as the final step in City employee discipline up to and including dismissal of an employee subject to personnel policies adopted by the Council and consultation with the City Attorney;
6. Prepares the annual budget in cooperation with City Department heads. Acts as the City's Budget officer.
7. Maintains spending authority for line items approved in the adopted City budget. Exercises discretionary spending authority of not more than two thousand five hundred dollars (\$2,500.00)



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for unspecified expenditures within adopted budget accounts other than contingency accounts;

8. Acts as business agent of the City Council in connection with City business;
9. Seeks out economic and community development opportunities for Council review and action;
10. Submits to the Mayor and Council a list of recommendations to fill any position appointed by the Mayor or by the Council;
11. Responsible for preparation of all items presented to Council at their regular and special meetings, including all ordinances, resolutions, and policies.
12. Responsible for enforcement of all City ordinances, resolutions and policies as adopted by Council.
13. Ensures that provisions of all franchises, agreements, contracts, leases, permits or other agreements and privileges granted by, or entered into by the City are enforced and observed;
14. Participates in Council goal setting and long-range planning;
15. Attend all Council meetings and shall normally participate in all discussions coming before the Council but shall have no vote. May also attend Planning Commission meetings as needed.
16. Reconciles city bank accounts; compiles the monthly financial reports;
17. Prepares journal entries and maintains cost allocations.
18. Works with outside Audit Firm to prepare the City's Annual Audit to meet State Audit requirements.
19. Assesses City needs responsible for purchase, disposal, and inventory of equipment and supplies in accordance with purchasing policies and procedures; prepares bid specifications when required.
20. Serves as the City's Americans with Disabilities Act (ADA) compliance officer.

## **QUALIFICATIONS**

### Required Education and Experience:

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business management, or a closely related field, or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Five years of progressively responsible experience in government.



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- Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;
- Ability to establish and maintain effective working relationships with employees, city officials and the public.

### Highly Desirable

- Advance degree preferred;
- Skill in planning, directing, and administering municipal programs;
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing;

### **SPECIAL REQUIREMENTS**

- The City Administrator shall be required to give a fidelity bond in an amount fixed by the City Council conditioned upon the faithful performance of their duties. The premium of such bond shall be paid by the City.
- Must reside within 1 hour of City limits.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including software for word processing, spreadsheets, presentations, data entry, email management, video conferencing, etc.; calculator, telephone, copy machine, and fax machine.

### **PHYSICAL DEMANDS**

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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee



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encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

*The duties listed 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

City of Yamhill

**Job Title:** City Administrator

**Department:** Administration

**FLSA Status:** Exempt

**Date Revised:**

### **ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the **City Administrator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mayor Signature: \_\_\_\_\_

Date: \_\_\_\_\_