



BAKER CITY, OREGON

P.O. Box 650, Baker City, OR 97814-0650

541-523-6541 Voice/TDD

www.bakercity.com

Classification

Non-Represented

FLSA Status:

Exempt

Department/Reports to

City Council

Pay Range

\$90,000 - \$125,000

CITY MANAGER JOB DESCRIPTION

Summary/Objective

The City Manager shall be the administrative head of the City government and will oversee all activities of the City; ensuring that the tenets of the Baker City Charter are followed and that all City Ordinances are enforced.

Supervision Received:

The City Manager works under the general supervision of City Council who assigns work and reviews work for conformance to prescribed standards.

Supervisory Responsibility:

The City Manager will supervise the Directors of the Fire Department, Police Department, Human Resource Department, Building Department, Finance Department, and the Public Works Department. Other direct reports include the City Recorder/Executive Assistant/I.T. Coordinator. The City Manager will review work performed for conformance to departmental policies and procedures.

Essential Functions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. See that all ordinances are enforced.
2. Except as otherwise provided by the City Charter, and except provided by state law or City ordinance with reference to employment under civil service, appoint all heads of departments and other City officers and employees, and remove them at pleasure, and have general supervision and control over them. All such appointments shall be made upon the basis of merit and fitness alone.
3. See that the provision of all franchises, lease, contracts, permits, and privileges granted by the City are fully observed and report to the council any violation thereof.

4. Attend all meetings of the council unless excused therefrom by three councilors or by the mayor.
5. Act as purchasing agent for all departments of the City.
6. Examine or cause to be examined without notice, the official conduct of any officer, assistant, deputy, clerk or employee in any of the departments of the City government, except of the council and of the municipal judge.
7. Keep the council advised as to the needs of the City.
8. Prepare and submit to the budget committee the annual budget estimate and such reports as may be required.
9. Submit to the council an annual report of all departments of the City and such other reports as the council may require.
10. Prepare or cause to be prepared plans and specifications for work coming under the manager's supervision which the council orders, and provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.
11. Have control, subject to such ordinance as may from time to time be adopted, of all public utilities owned or operated by the City.
12. Have general supervision over all city property and its use by the public or City employees.
13. Accept no outside employment without the prior approval of the Council.
14. Must sign the ICMA code of ethics or similar document promising to create excellence in local government.
15. Perform such other duties as may be required by the City Charter or as the council may require of the manager.

Competencies

1. Customer/Client focused
2. Communication proficiency
3. Stress management and composure
4. Teamwork orientation
5. Computer savvy
6. Supervisory methods and techniques
7. Understanding of budget preparation
8. Independent decision making
9. Dedicated to the highest ideals of integrity
10. Skilled in conflict resolution

Work Environment

Tools and Equipment Used: Personal computer, including spreadsheet and word processing software, 10-key calculator, phone, motor vehicle (with valid Oregon driver's license).

Environment: The noise level in the work environment is usually moderate to quiet; standard office atmosphere; may be subject to occasional verbal abuse from the public.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk and hear, use hands to manipulate, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m., and Friday, 7:00 a.m. to 11 a.m., 40 hours per week. This position frequently requires long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Minimum Qualifications

Must have a Bachelor’s degree; or a combination of education and experience that demonstrates the ability to perform all of the essential functions of this position. Minimum of five (5) years of experience in Public Administration. Must possess an Oregon driver’s license with a clean driving record. Per City Charter, City Manager is required to reside within city limits.

Preferred Qualifications

Master’s degree in Business/Public Administration.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, gender, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Mayor _____

Human Resources _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Revision date: 05/2023