

**RESOLUTION NO. 720-2021**

**A RESOLUTION CREATING A JOB DESCRIPTION FOR “CITY ADMINISTRATOR” POSITION AND REPEALING RESOLUTION NO. 653-2018 REGARDING THE FINANCE DIRECTOR JOB DESCRIPTION.**

**Findings**

- A. The City Council of the City of Hubbard finds it is necessary to create a job description for the City Administrator position and that the job description incorporates the duties of the Finance Director.

**Based on the findings, the City of Hubbard resolves as follows:**

Section 1: The City of Hubbard hereby adopts the City Administrator job description as set forth in the attached document marked “Exhibit A” attached hereto and by this reference incorporated herein and entitled “*City Administrator*” and repeals Resolution No. 653-2018.

**INTRODUCED AND ADOPTED** this 14th day of September 2021.

**CITY OF HUBBARD, OREGON**

**BY:** \_\_\_\_\_  
**MAYOR**

**ATTEST:**

**BY:** \_\_\_\_\_  
**RECORDER**

**APPROVED AS TO FORM:**

**BY:**  \_\_\_\_\_  
**CITY ATTORNEY**

## **CITY ADMINISTRATOR**

### **General Statement of Duties**

The City Administrator is the administrative head of the City of Hubbard and is responsible for the City's overall management and administration. The City Administrator assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. The City Administrator exercises supervision over the City's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The City Administrator must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitored. The City Administrator also plans, directs, and oversees the operations of the city's finances, including financial reporting, billing systems, budget development, and investments, with accountability for results in terms of costs, personnel, and financial best practices. Communicate with public on financial matters and concerns. This position works under the general direction of the Mayor and City Council.

### **Distinguishing Features**

The City Administrator has direct responsibility and accountability to the mayor and City Council. This employee is to perform high level accounting functions for the city. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, vendors, City personnel, City departments, and the general public. This position operates under state laws, the city charter, ordinances, and the direction and rulings of the City Council. Most action taken is involved with policy and budget matters with the City. This position is salaried, exempt and not represented. This position has an employment contract with the City. This position is part of the emergency response team.

### **Essential Work**

- Attend all council meetings unless excused by the mayor or council.
- Make reports and recommendations to the mayor and council about the needs of the city.
- Furnish council with such information as it may require or request.
- Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits and other city decisions.
- Review and examine the departmental organization and operating procedures so as to effect greater economy and efficiency in departmental management.

## EXHIBIT "A"

- Administer the city's personnel program.
- Supervise department heads and other such departmental arrangements as adopted by council except as otherwise delegated in the Code and Charter. Specifically, the city administrator shall have no line of authority over the municipal judge or city attorney.
- Develop such administrative rules as consistent with council policy, ordinances and resolutions as necessary to the efficient operation of city programs.
- Prepare and administer the annual city budget pursuant to Oregon State Law, which includes authority to freeze or to administratively reduce appropriations within any department as deemed necessary for the proper fiscal management of the city.
- Administer city utilities and property.
- Purchase and enter into contracts on behalf of the city as consistent with the council adopted budget or policy.
- Encourage and support regional and intergovernmental cooperation.
- Promote cooperation among the council, staff and citizens in developing city policies and building a sense of community.
- Maintain City Accounts Payable including gaining authorization for payments, writing checks, reconciling accounts, routing invoices to appropriate personnel, checking all claims for accuracy, verifying account codes for proper assignment of budget expenditures, and resolving disputes within area of authority and responsibility.
- Serve as benefits administrator and perform all payroll functions including payroll, timecard input, adding/modifying tax information, and cutting checks; calculating and paying state taxes, monthly employer taxes, medical premiums and retirement contributions; preparing monthly, quarterly, and annual payroll reports; maintaining data on all employees including total hours, changes in name/address, salary changes, exemptions, and insurance.
- Post entries to individual accounts, subsidiary ledgers, and the general ledger as appropriate; make journal entries to balance and close monthly books in general ledger, revenue, and expense accounts; reconcile general ledger and subsidiary utility accounts.
- Collect, record, and reconcile revenues received, including balancing cash receipts with account deposit records; maintain a daily cash balance, balances cash on hand against receipts; examine receipts for accuracy and completeness; act as back-up for preparation and balancing of deposits and deposit monies into bank.
- Ensure that assigned areas of responsibility are performed within budget; performs cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare annual budget requests; ensure effective/efficient use of budgeted funds, personnel, materials, facilities, and time.
- Perform all duties of City Treasurer and Purchasing Agent.

## **EXHIBIT “A”**

- Investigate and resolve discrepancies in accounts, and participates with auditors in verifying, testing, and researching data.
- Perform limited administrative support as required, including composing documents and correspondence.
- Remain current on principles, practices, and new developments in assigned work areas.
- Respond to questions and comments in a courteous and timely manner.
- Communicate and coordinates regularly with appropriate staff members to maximize effectiveness/efficiency of inter-departmental operations and activities.
- Perform other directly related duties consistent with the role/function of the classification and as directed by the council.
- Attend various meetings requiring work after normal business hours: City Council and Budget meetings.
- Maintain presence at City Hall during standard work hours and if absent notifies relevant staff, and works in conjunction with Director of Administration/City Recorder to ensure proper coverage.
- Probationary period for this position is for a time not less than one (1) year.

If and after obtaining the council’s prior approval, the city manager may delegate or assign certain non-managerial functions to other City staff for completion.

<b>Required Knowledge, Skills, and Training</b>
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- Strong management skills and ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage employees and select, supervise, train, and evaluate personnel according to the City’s personnel policies and procedures.
- Highly collaborative, organized, and efficient. Strong work ethic and demonstrated conflict resolution skills.
- Excellent writing and communication skills (including interpersonal communication). Ability to prepare clear and concise reports; prepare and administer budgets; and research, analyze, and evaluate new service delivery methods and techniques. Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.
- Substantial knowledge and expertise working with Oregon Budget Law, as well as knowledge of the principles/practices of public budgeting and finance.
- Substantial knowledge of principles/practices of customer services.

## **EXHIBIT "A"**

- Substantial knowledge of City and department operations, policies, and procedures.
- Substantial knowledge of current wage/hour laws and city policies and procedures.
- Substantial knowledge of basic principles/practices of Information Management Systems and the operation and maintenance of relevant equipment and software.
- Substantial knowledge of office procedures and operations, including telephone etiquette, basic spelling, grammar, and punctuation.
- Ability to utilize supervisory techniques to assign, review and appraise the work of assigned staff members.
- Ability to efficiently operate a 10-key by touch, and type 40 wpm.
- Ability to maintain accurate records and files.
- Ability to effectively respond to, and resolve, questions and concerns from vendors, customers, departments, and the public.
- Ability to detect and effectively resolve account discrepancies.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to make quick and accurate computations.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate a personal computer and quickly learn software applications.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.
- Ability to physically perform the essential functions of the position with or without accommodation.

<b>Acceptable Experience and Training</b>
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## **EXHIBIT “A”**

- Bachelor’s degree (e.g., business administration, accounting, finance, public administration, public policy, or related field) or combination of skills, training, and five years public, finance, or municipal administration experience. Master’s degree or equivalent experience in public or municipal administration is preferred.
- Leadership experience in public or municipal administration. Knowledge and significant experience in municipal operation, services, and finance, including, without limitation, budget development and implementation.
- Thorough knowledge of governmental fund accounting, and basic principles and procedures of accounting, including Accounts Payable, Accounts Receivable, and account reconciliation.
- Managerial and personnel administration experience in the public and/or private sectors. Excellent communication skills and experience working closely with elected officials. Experience facilitating conflict management and resolution. Ability to collaborate and develop effective community partnerships.
- Knowledge and general understanding of federal, state, and local laws, regulation and ordinance governing Oregon municipalities.

<b>Required Special Qualifications</b>
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- Possession of a valid Oregon driver license, and acceptable driving record.
- Must be bondable.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enable the employee to function within a general office environment.