

<b>JOB TITLE</b>	<b>CITY ADMINISTRATOR/RECORDER</b>
REPORTS TO (Title)	MAYOR / CITY COUNCIL
DEPARTMENT NAME	Financial / Management

**1. QUALIFICATIONS**

The City Administrator shall be the Administrative head of the government of the City. (S)He shall be chosen by The Council without regard to political considerations and solely on the basis of executive and administrative qualifications. As earlier as possible upon the hire date (s)he shall give a bond in such amount and with surety as may be approved by the Council. The premiums on such bond shall be paid by the City.

**2. PRIMARY PURPOSE -**

Responsible for establishing and maintaining all City operations; administer financial, accounting policies and practices in accordance with GAAP; regulatory requirements, ordinances, resolutions, City goals and objectives. Works under general direction and supervision of the Mayor and City Council.

**3. POWERS, DUTIES AND RESPONSIBILITIES -**

- A. Supervise staff, involved in collecting, checking, recording, reporting, and related accounting functions in support of city financial operations. Assists in hiring, reviews, promotion and dismissing of city employees in accordance with city personnel policies and procedures. Prior to the removal of an employee the City Administrator (S)he may review the matter with City Council at her/his discretion. (25%)
- B. Directs all accounts receivable and payable functions; monitors credit and collection practices; reviews and authorizes disbursement of City funds; meets with customers as required relative to financial issues. (30%)
- C. Prepare revenue, expense, and budget reports monthly, quarterly, annually; reviews City operations and financial records; prepares tax reports, interacts with auditors as required, and provides periodic status reports to Finance Committee, Budget Committee and City Council. Administer land use requirements, grants, elections, and assure compliance with Federal, State and City rules and regulations. Attends meetings and classes as required. (45%)

**3. OTHER DUTIES AND RESPONSIBILITIES -**

- A. (S)He shall act as Business Agent for the City Council and shall act as negotiator in business contracts; intergovernmental cooperation; and leases, franchises, permits and privileges which effect the City, and may request Council authorization for professional assistance when it appears advisable.
- B. (S)He shall work for the long range development and orderly growth of the City.
- C. (S)He shall actively participate and offer assistance in performing the duties and responsibilities of the public works department in accordance with her/his physical capabilities.
- D. (S)He shall perform such other duties as the City Council directs.

**4. MINIMUM QUALIFICATIONS AND EXPERIENCE -**

- A. Typically requires a Bachelors degree in Business or Public Administration from an accredited college or university with emphasis in accounting / finance or the equivalent in work experience. Should posses at least five years of accounting experience plus a minimum of three years of governmental accounting. Excellent communication and leadership skills are required in order to work effectively with all levels. Must work well under pressure and possess the ability to use tact, discretion, confidentiality and courtesy in all inter-departmental and public contacts.

- B. Knowledge of Personal Computer (including word processing, spreadsheet, financial, governmental accounting, budget, utility billing, and fixed asset software), calculator.
- C. Must possess a valid Oregon Drivers License or ability to obtain within an appropriate amount of time. Must be able to meet bonding requirements.

5. **PHYSICAL DEMAND** - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

A. The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 11lb.			X	
Between 1 & 5 lbs.				
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

6. **MENTAL OR VISUAL DEMAND** - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy specifications; for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. **WORKING CONDITIONS** - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

Dust  
 Fumes  
 Other (specify)

Dirt  
 Noise

Heat  
 Vibration

Cold  
 Water

**B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):**

The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

Work is typically performed under good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.

The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.

The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.

Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

**8. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):**

Compliance with the City of Halsey, Personnel Policy Handbook standards is acceptable.

**9. SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Supervisor:</i>	<i>Date:</i>	<i>City Recorder:</i>	<i>Date:</i>
<i>Councilor / Mayor:</i>	<i>Date:</i>	<i>Employee:</i>	<i>Date:</i>