Job Posting for

**City Administrator for the** **City of Sodaville**

In one of the most picturesque settings on the western slope of the Cascade Mountains is the little town of Sodaville where on the hillside overlooking the town and valley is located the famous Sodaville Mineral Springs. Incorporated in 1880, it officially became the City of Sodaville, Linn County, Oregon. There has been an increased interest in living in the small town atmosphere with a current population of 355. Close to amenities available in the cities of Lebanon and Sweet Home, the large lots, wildlife, and surrounding Bureau of Land Management forests, means the City of Sodaville’s population is increasing.

The next City Administrator should have a strong financial and budgeting background and experience working with the financial limitations of a small city. It will be important for the chosen candidate to spend time during the first 12 months in the position learning about local issues, mainly the Water System and its challenges, and creating productive relationships with local and regional stakeholders involved with important projects including the Pipeline Project, COVID recovery, and Grant Funding.

The successful candidate must have a bachelor’s degree in public or business administration, public policy, finance, or a related field. The new City Administrator must have three (3) years of management or administrative experience in a municipal setting including management and supervisory experience, or a combination of government and private experience which would provide the required knowledge, skills, and abilities. The ideal candidate will have held leadership roles in comparably sized communities or organizations with a comparable budget and personnel oversight, as well as possess the skills and abilities to manage multiple direct reports. Solid experience in working directly with and reporting to elected officials or a board of directors is essential.

Familiarity with Oregon-specific laws related to land use, purchasing, labor relations, ethics, and public meetings. Any combination of education and experience that would provide the knowledge, skills, and abilities needed for the position will be considered.

**Compensation:**

In addition to being a [**great place to work**](http://www.sodaville.org), the City of Sodaville offers competitive employee benefits for full-time and part-time employees working 20 or more hours per week:

The salary for this position is $43.680 annually for a 30 hour work week. Benefits of Medical/Dental/Vision are covered 100% along with a 6% Retirement.

**City Administrator Recruitment Underway**

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The city’s practice is to use a competitive application process to fill vacancies. Candidates must submit an application and participate in any selection activities determined by the current City Administrator and the City of Sodaville Council. The recruitment is open until position is filled.

**City Administrator Summary of Responsibilities**

The City Administrator is the Chief Executive Officer of the city and serves by appointment of the City of Sodaville City Council (the elected policymaking board and legislative branch of the city). The Administrator brings to the local government the benefits of their training and experience in administering local government operations, projects and programs on behalf of the governing body. City Administrators are expected to be nonpartisan and politically neutral as they carry out the decisions of the governing body (City of Sodaville City Council). Sodaville’s voter-approved City Charter guides these roles.

A City Administrator has several major roles: employee of the City of Sodaville City Council to carry out policy direction, administrative head of the government, and regional and community representative for the city. The Administrator is the Chief Operating Officer of the organization who coordinates and oversees the activities of all city departments, providing direct staff assistance to City of Sodaville City Council members, including the Mayor. He or she directs the financial and budget management process for the city, directs the city's planning efforts, and is responsible for all personnel decisions. The City Administrator is a policy advisor who also conducts research, develops policies, and evaluates potential public programs.

Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City of Sodaville City Council and staff; encourages and facilitates provision of services to City residents; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

**Supervision Received and Exercised**

Receives policy direction and oversight from the City of Sodaville City Council.  Exercises general direction and supervision to the entire City staff through subordinate levels of management and supervision.

**Class Characteristics**

The City Administrator serves as the Chief Executive Officer of the City, accountable to the City of Sodaville City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations.

**Essential Job Functions**

* Plans, organizes, and administers operations of the City, coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City of Sodaville City Council.
* Collaborates, communicates, and seeks input from stakeholders to ensure effective implementation of significant city initiatives.
* Concentrates on the Water Utility Billing including fees, liens and service shutoffs. Monthly billing of utility using Intuit Quickbooks. Monitors rate increases when necessary to assure money is available for repair and maintenance of the water system.
* Directs and coordinates the development and implementation of goals, objectives, and programs for the City; develops administrative policies, procedures, and work standards to ensure goals and objectives are met, staff are held accountable, and programs provide mandated services in an effective, efficient, and economical manner.
* Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the City's financial condition and needs to the City of Sodaville City Council.
* Advises the City of Sodaville City Council on issues, programs, and financial status; prepares and recommends long- and short-range plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
* Oversees the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
* Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; acts as the City liaison with the media.
* Provides for the timely investigation and resolution of complaints regarding the administration of and services provided by the City government and proactively communicates resolutions to stakeholders.
* Provides for contract services and ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes and regulations.
* Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
* Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
* Ensures that the Council is kept informed of City functions, activities, and programs, and of legal, social, and economic issues affecting City activities.
* Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
* Performs other duties as assigned.

**Minimum Qualifications**

**Education and Experience:**

***Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying.  A typical way to obtain the required qualifications would be:***   
Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a field related to the work; AND  
Three (3) of management or administrative experience in a municipal agency setting, including at least Three (3) years of management and supervisory experience; experience in working with an elected Council or Board is highly desirable.

**Knowledge, Skills, & Abilities**

**Knowledge of:**

* Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
* Principles, practices, and procedures of public administration in a municipal setting.
* Principles, practices, and processes for effective change management.
* Functions, services, and funding sources of a municipal government.
* Functions, authority, responsibilities, and limitations of an elected City of Sodaville City Council.
* Applicable federal, state, and local laws, codes, and regulations.
* Principles and practices of municipal budget development, administration, and accountability.
* Principles, practices, and legal elements of economic and community development and redevelopment.
* Current social, political, and economic trends affecting City government and service provision.
* Modern office practices, methods, and computer equipment.
* Computer applications related to the work.
* English usage, grammar, spelling, vocabulary, and punctuation.
* Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
* Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person, online, and over the telephone.
* Techniques for providing a high level of customer service to the public and City staff, in person, online, and over the telephone.

**Ability to:**

* Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
* Work cooperatively with, provide staff support to and implement the policies of the City of Sodaville City Council.
* Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
* Oversee all City financial activities, including Utility billing, administering investments, the development and implementation of the City budget and the control of all expenditures and purchases.
* Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
* Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
* Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
* Analyze problems, identify and use data to inform and convey alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
* Present information to Council as appropriate to display issues and solutions.
* Use sound independent judgment within general legal, policy, and procedural guidelines.
* Organize own work, coordinate projects, set priorities, and meet critical time deadlines.
* Operate modern office equipment, including computer equipment and specialized software applications programs.
* Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
* Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Licenses and Certifications**

* Possession of a valid driver's license with satisfactory driving history.

**Working Conditions**

**Physical Demands**

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; ability to read printed materials and a computer screen; and to communicate in person, before groups, on video and over the telephone.  This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.  Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator, and to operate standard office equipment.  The incumbent in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers open and closed to retrieve and file information.  Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.