



City of Shady Cove **City Administrator Profile**

Approved by the City Council January 7, 2010

(This profile is used for preparing job announcements, screening resumes, city council review of applicants, background checks and candidate interviews. It constitutes the standards, criteria and policy directives that will be used in hiring the City Administrator.)

EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration or a closely related field. A Master's degree is preferred. The successful candidate must have a minimum of five years progressively responsible experience as a city manager, assistant city manager or a department head with significant management responsibility. Demonstrated successful work experience may substitute for some education or training.

SKILLS AND SPECIFIC EXPERIENCE:

Administration: Knowledge of the principles and practices of municipal government and the role of a city administrator. He/she must have excellent communication skills with the ability to assist in achieving group consensus. Goal oriented with the ability to delegate responsibility but require accountability from staff in achieving city goals and completing projects. He/she must have an ability to make hard decisions in a decisive but cooperative manner. Manages time well and is able to handle multiple projects and issues concurrently. Is able to take a global view of issues facing the city and develop innovative solutions to problems. He/she takes a long range approach to city finances to improve financial stability.

Budget/Finance: Knowledge of all aspects of municipal finance including budgets, financing and utility operations. Ability to express council goals, priorities and department needs in budget proposals while being sensitive to the public's concerns about taxes and fees. Ability to manage city finances effectively to maximize limited resources. He/she must demonstrate previous accomplishments in obtaining and administering grants.

Human Resources: Thorough knowledge of labor law with experience in labor negotiations and contract administration. Must have an ability to develop and train staff in assisting them in reaching professional goals. He/she must have the ability to delegate assignments to staff and hold them accountable for their performance. Effectively uses performance evaluations to recognize and praise good performance and provide constructive suggestions for improvement.

Community Relations: Participates in community activities such as service clubs and special events. He/she is accessible to citizens in dealing with municipal problems and issues. He/she is able to effectively articulate the city's position to the public on issues in a calm and positive manner. He/she must have excellent listening skills, is able to work effectively with the media and has the ability to work effectively with both community supporters and critics. Seeks innovative ways to obtain community input and keeps the public informed on matters of city-wide concern. He/she must be able to project a positive image of the city to the community and other units of government. The City Council places a high value on daily accessibility to the public and excellent communication skills with the public.

Council Relations: Is open and straightforward in relations with the entire city council. Keeps the council informed at all times on issues and problems as they arise. Is well prepared for meetings and is able to present clear and concise written and oral reports. Provides professional advice and assistance to the council in the decision making process. Accepts and implements council policy decisions regardless of his/her personal opinion. He/she places a high priority on council requests for information and shares information equally with all councilors.

Intergovernmental Relations: Actively develops and maintains effective relations with other local, regional and state governments. He/she shall represent the city by serving on intergovernmental committees and programs of the League of Oregon Cities. He/she must develop positive working relationships with political representatives at the county, state and federal government levels. Keeps the council informed of legislative issues that may affect the city's ability to provide services in order to enable them to effectively articulate the city's position to other elected officials.

Other Knowledge and Ability: A generalist with a broad background and understanding of land-use planning, economic development, public works operations, infrastructure, public safety and human resources.

Personal Qualities: Honest, straightforward with a high level of integrity. The successful City Administrator will integrate into the community as an active participant in community events. He/she must demonstrate strong leadership qualities without being overbearing. Treats people of all back grounds with respect and dignity. A strong sense of humor is essential.