

JOB DESCRIPTION**CITY OF MT. ANGEL, OREGON****Job Title: Assistant City Manager**

DEPARTMENT: Administration	REPORTS TO: City Manager	EXEMPT/NON: Exempt
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GENERAL POSITION SUMMARY: This position provides complex professional assistance to the City Manager and City Council in coordinating and directing City-wide activities and operations. As the Department Head for the City's Finance Department and a member of the City's management team provides a variety of executive and confidential duties. Provides excellent internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that fosters a positive experience for customers and staff. This position is required to attend evening meetings.

MAJOR RESPONSIBILITIES

This employee may perform the following, however this list does not include all of the tasks the employee may be expected to perform in this position.

- As the Finance Director plan, conduct, direct and oversee the finance operations of the City, including financial reporting and billing systems, budget development, municipal court, and investments, with accountability for results in terms of costs, staff and methods. Supervise staff in the performance of their duties.
- Manage the investment of City funds and act as fiduciary in a responsible manner and in accordance with applicable laws. Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Seek opportunities grants for and prepare grant applications. Develop, monitor and maintain long-term investment policies, procedures and practices.
- Consult with various financial institutions and advisors, and bond counsel to arrange financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing.
- Represents the City in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory and legislative organizations
- Communicate with public on financial matters and concerns.
- Performs Human Resources functions such as assistant personnel director, maintenance of employee personnel files, updating job descriptions, and hiring.
- Supervise and approve City payroll, manage employee files, benefits, worker's compensation claims and payroll taxes.
- At the direction of the City Manager may conduct City-wide organizational and operational studies; recommends modifications to programs, policies and procedures as

appropriate.

- Oversee and administer areas of responsibility for municipal court.
- Prepare documents for annual and periodic audits.
- Follow all safety rules and procedures for work areas.
- Serves as project manager on special projects as assigned by the City Manager.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Serves as the Acting City Manager in the City Manager's absence.
- Performs other duties and projects as assigned by City Manager.

AUXILIARY JOB FUNCTIONS

- This position may, from time to time, be required to make formal presentations to committees or the City Council and develop plans and strategies necessary to achieve City goals.
- Active involvement in professional organizations, including Oregon Municipal Finance Officers Association and /or the Government Finance Officers Association.
- Maintains proficiency through attendance at trainings and meetings, reading materials, and meeting with others in field.
- Maintains work area in a clean and orderly manner.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, methods and practices of full cycle municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting. Knowledge of the principles of supervision, personnel practices, interpersonal communication, and computer software applications. Equivalent to a complete four year university education in accounting, public administration or business management and five years experience, which includes at least two years supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Desired experience: Previous Oregon municipal experience. Possession of Certified Management Accountant designation. Completion of Master's degree program in public administration, management, or related field. Possession of Certified Public Accountant designation. Working experience with Caselle software.

Must have a valid Oregon Driver's license or the ability to obtain one within one (1) month of hiring.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

GENERAL WORK CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Some regional and statewide travel may be required. Also requires flexibility in work schedule as meetings are scheduled outside of normal office hours.