

# Council Business Meeting

February 16, 2021

<b>Agenda Item</b>	Approval of the City Manager Job Description	
<b>From</b>	Tina Gray	Human Resource Director
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## **SUMMARY**

In the May 2020 Special Election, the Citizens of Ashland passed a Charter amendment dictating a shift in the City's leadership model from a strong Mayor/Council to one lead by a City Manager, effective January 1, 2021. Leading up to the change, the City Council directed staff to create a City Manager Job Description.

Staff modified the existing City Administrator job description by incorporating elements from City Manager job descriptions from other Cities and edits from elected officials and citizens. The job description is used internally by the Human Resource Department to determine the minimum job qualification requirements, assign appropriate compensation, measure job performance, and determine physical job requirements in compliance with the Americans' with Disabilities Act (ADA). Staff is requesting final approval by the City Council of the job description for City Manager

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council 2009-2021 Biennial Goals:

A. Prioritize "Essential Services"

E. Analyze various departments/programs to gain efficiencies, reduce costs, and improve City services.

## **PREVIOUS COUNCIL ACTION**

- 1) In March of 2020, City Administrator Kelly Madding resigned from the position.
- 2) In April of 2020, Mayor Stromberg appointed Assistant City Administrator Adam Hanks to Interim City Administrator
- 3) In the May 2020 Special Election, the Citizens of Ashland passed a Charter amendment dictating a shift in the City's leadership model from a strong Mayor/Council to one lead by a City Manager, effective January 1, 2021.
- 4) In [July of 2020](#), Council directed staff to create a job description for City Manager and outline a competitive recruitment and selection process for Council consideration.
- 5) In [August of 2020](#), staff outlined three options for the recruitment and selection of the City Manager. Council deferred the decision to the newly elected incoming Council.
- 6) In [November of 2020](#), Council approved Resolution 2020-22 clarifying the Interim City Administrator's transition to City Manager Pro Tem to meet the voter-approved Charter amendment structure and effective date of January 1, 2021.
- 7) In [December of 2020](#), at Mayor Stromberg's request, Council extended the contract for Adam Hanks to continue as Interim City Administrator/City Manager Pro Tem until September 1, 2021, or when Council appoints a permanent City Manager, whichever comes first.
- 8) Staff outlined and refined recruitment options with the newly seated City Council on [January 4, 2021](#).
- 9) Staff returned on [January 19, 2021](#), to present 4 Recruitment Options for the Executive Search for City Manager.

## **BACKGROUND AND ADDITIONAL INFORMATION**

Based on discussions with the City Council, staff has refined the job description and would like to get final approval before kicking off the recruitment and selection process. Once the City engages a professional recruitment firm to conduct the search, the job description will serve as a backdrop for the requisite skills required and help screen down to the most qualified candidates.

The City Council will have the opportunity to convey to the recruiter the specific attributes they want to see in the City Manager above and beyond the minimum qualifications such as leadership skills, communication style, specific job experience, etc. All of the additional attributes identified by the Council will inform the "Candidate Profile" described in the job announcement. The job announcement assists the recruiter in marketing the position to qualified candidates and identifying the best possible fit for Ashland based on background and experience. The job announcement will include photos and relevant information about the community, describe the position's challenges and opportunities, and provide details about compensation and benefits.

## **FISCAL IMPACTS**

None

## **STAFF RECOMMENDATION**

Staff recommends Council provide final approval on the job description for use in the recruitment for City Manager.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

- 1) I move to direct staff to move forward with the City Manager job description.
- 2) I move to direct staff to move forward with the City Manager job description with the following edits...
- 3) I move to postpone approval of the job description for the City Manager pending additional information.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Job Description for City Manager

Attachment 2: Charter Amendment Establishing the Position of City Manager

## **JOB DESCRIPTION**

**OVERTIME:**  Exempt  Non-Exempt

<b>JOB TITLE:</b>	<b>City Manager</b>
<b>JOB GROUP:</b>	Executive Management
<b>DEPARTMENT:</b>	<i>Administration</i>
<b>DATE:</b>	*1/1/2021 Changed by Ballot Measure

The City of Ashland is a full-service City that runs its own Police Department, Fire & Rescue (including ambulance service), Public Works Department, Community Development Department, Electric Utility, Municipal Court, and Fiber optic network. The City has a range of centralized services, including Information Technology, Finance, and Human Resources. A separate elected Commission, Ashland Parks and Recreation Commission (APRC), oversees employees in the Parks and Recreation Department; however, APRC shares part of general fund revenues with the City. The City has five (5) collective bargaining units: Ashland Firefighters' Association, Ashland Police Association, IBEW Electrical union, IBEW Clerical/Technical union, and the Laborers' International Union of North America (LIUNA).

**PURPOSE:**

The City Manager performs as a highly responsible public administrator and chief executive under the City Council's guidance. The City Manager performs a wide range of administrative and professional duties to ensure the City Council has the information necessary to make wise and informed decisions for the entire community. The City Manager will engage the citizens and work with the Council to develop and execute a community strategic vision. Using a high degree of independence, initiative, and vocational ability in the daily administration and management of municipal operations, the City Manager implements policies and programs with a community-wide impact within federal, state, and local regulations, laws, and guidelines. The City Manager provides visionary, innovative organizational leadership, supervision, and general direction to the City's Executive Management Team. The City Manager provides professional-managerial support to the Mayor and Council to develop, enact, and administer laws, policies, and programs; manages the City's budget; enforces or oversees enforcement of all City Ordinances, Resolutions, and contracts; and performs other work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The City Manager is a single position classification. The incumbent serves as the City's chief administrative officer and the principal staff person to the Mayor and the City Council. The City Manager serves as an experienced executive with a high aptitude to manage overall municipal operations while representing the City and the Mayor and Council in the community and must build positive relationships with various community partners.

**SUPERVISION RECEIVED:**

The City Manager receives general policy direction from the City Council.

**SUPERVISORY RESPONSIBILITIES:**

The employee in this classification will have direct supervisory responsibility over subordinate management, supervisory, professional, and technical employees, and functional supervisory responsibility over subordinate supervisory, professional, technical, clerical, and/or other employees.

**ESSENTIAL JOB FUNCTIONS:**

*The duties listed below are intended to illustrate the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, and/or a logical assignment to the position designation.*

Establish an excellent working relationship with the Council on an individual and collective basis through clear and consistent communication. Keep the Council informed of current civic events and supply prompt, well-researched recommendations, analysis, and alternatives to make informed decisions on behalf of the City.

Provide direct staff support to the City Council at all regular Business Meetings, Study Sessions, Special Meetings, and Executive Sessions. Prepare the Agenda; supply information and reports covering City operations; support Council members in their deliberations on policy and/or legislative matters. Assist the Council as needed in preparing for meetings; communicate the decisions of Council to department heads, City staff, and the media; ensure implementation of Council actions.

Assist the City Council in developing and coordinating its initiatives and goals for the community into action in a transparent manner. Provide appropriate and effective services for the City based on an analysis of City needs and various economic, legislative, and judicial influences; Develop strategies and recommend short and long-range plans to support and engage City departments to implement these goals and policies.

Empower staff through clear communication, set exacting standards and expectations for staff accountability without micromanaging subordinates. Provide administrative direction to all City departments and employees, directly or through subordinate department heads and other managers; conduct performance appraisals and ensure that subordinate managers and supervisors do the same for their subordinates; ensure resolution of personnel matters. Hire, manage, and terminate City Department Heads or staff who do not meet expectations, as necessary. The city manager is also responsible for negotiating labor contracts with appropriate unions representing city employees; he or she must be fair and impartial in negotiations.

Oversee and direct the budget development process; review and approve departmental needs and estimates; prepare and transmit the Proposed Budget to the City's Citizen Budget Committee and the City Council for review and approval. Administer the Adopted Budget, monitoring expenditures to ensure compliance with the Budget and State law.

Work with various citizen and business groups to encourage and develop economic opportunities, attend meetings, and represent the City in multiple organizations and groups. Explain City issues and projects, promote citizen participation and support, respond to citizen inquiries, resolve complaints, or refer them to the right departments as needed; follow through to ensure satisfactory citizen inquiry resolution.

The City Manager must value and support partnerships and collaboration with other governmental agencies and stakeholders in the region; represent the City at meetings and events regionally, locally, and nationally. The City Manager will bring new ideas and solutions to the City Council and Community. The City Manager will be a problem-solver who can multi-task and communicate simultaneously with the Council, Community, and staff transparently.

Promotes and implements trainings, programs, and initiatives that reinforce and continue to develop a workplace culture that embraces the core values of diversity, equity, and inclusion.



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**AUXILIARY JOB FUNCTIONS:**

Continue professional growth by attending training conferences and meetings, reading materials, and meeting with others in responsibility areas.

Perform other work as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION, TRAINING, AND EXPERIENCE**

**Education:** Bachelor's degree with major coursework in public administration, business administration, finance, or a closely related field. A Master's Degree in Public Administration or Business Administration is highly desirable.

**Experience:** A minimum of ten (10) years of progressively responsible public sector administrative/management experience, including at least three (3) years of experience as a chief executive officer for a City, County, or Special District or five (5) years of experience as a deputy or Assistant City Manager/Administrator.

**Substitution:** Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may substitute for the above requirements.

**Desirable Qualifications:**

Experience as a City Manager in a city at least the size of Ashland. Certification as an ICMA Credentialed Manager and Oregon experience is preferred.

**SPECIAL REQUIREMENTS**

**License:** Possession of, or the ability to obtain and maintain, an Oregon driver's license by the time of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational development skills and general management expertise
- Budget and budget development experience with strong financial management, analysis, and risk management skills.
- Proven record of executive level hiring with broad expertise in Human Resources and commitment to EDI hiring practices.
- Proven track record in streamlining operations and implementing a prudent strategy to optimize the City's infrastructure.
- Experience in economic and/or business development.
- Advanced, modern, and sophisticated principles and practices of municipal government.
- City administration and functions, including organizational and economic development functions and services.
- Principles of effective public relations and interrelationships with community groups, public agencies, private businesses, firms, and other government levels, including regionalization of services and other similar models of efficient delivery of municipal services
- Current social, political, and economic trends, as well as operating problems of municipal government.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of employee selection, supervision, training, and professional development.
- Principles, impacts, and implementation practices to address climate change at the local government and community level
- Understanding of the principles, structure, and resources relating to the development and delivery of various social services within a community.



**Skill and Ability to:**

- Provide effective leadership and coordinate the activities of a city organization.
- Serve effectively as the administrative agent of a city council.
- Select, supervise, and evaluate assigned staff, including senior managers.
- Interpret and apply a wide variety of complex laws, rules, and regulations.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Communicate effectively, orally, and in writing and demonstrate strong presentation skills.
- Establish and support effective working relationships with those contacted during work.
- Demonstrate leadership to employees, contractors, public officials, other agencies, customers, and the community.
- Be resourceful, reach consensus with others, and exhibit a collaborative style with community members, elected and appointed officials, executive management, and staff.
- Gain cooperation through discussion and teamwork.
- Be fair, persuasive, empathetic, and calm when working with people who may be upset.
- Remain composed and effectively handle significant workload expectations.
- Handle difficult and stressful situations with professional composure.

**PHYSICAL DEMANDS:**

*The physical and mental demands described here represent those that must be met by employees to perform the essential functions of this classification successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

(1) Mobility: frequent sitting for extended periods; occasional bending or squatting. (2) Lifting: often up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; color and depth vision. (4) Dexterity: daily use of keyboard; constant repetitive motion; regular writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: routine hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; regular public and/or coworker contact; occasional working alone.

**WORKING CONDITIONS:**

*The work environment characteristics described here represent those an employee encounters while performing this classification's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a typical office environment and is subject to moderate noise.

APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_



## **ATTACHMENT 1**

The following amendments are proposed to the Ashland City Charter. Only these articles and sections therein are amended. All other language in the Charter shall be unchanged.

### **ARTICLE IV - MAYOR**

**Section 2. Powers and Duties.** The Mayor is the political head of the city government. He or she shall exercise careful supervision over the general affairs of the City and, with the City Council, over the City Manager and City Attorney, as well as other appointive officers as may be created by this charter. Appointive officers are those city employees who are hired by and report directly to the mayor and Council. The Mayor shall make a report to the Council and the citizens of Ashland on the state of the city at or as soon as practical following the first Council meeting of each calendar year.

### **VIII-A – CITY MANAGER**

**Section 1.** The office of City Manager is established as the chief executive and administrative head of city government. The City Manager is responsible to the Mayor and Council for the proper administration of all city business. The city manager will assist the Mayor and Council in the development of city policies, and carry out policies established by ordinances and resolutions.

**Section 2.** A majority of the Mayor and Councilors must appoint and may remove the city manager. The appointment must be made without regard to political considerations and solely based on education and experience with local government management.

**Section 3.** The City Manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after the vacancy occurs.

**Section 4.** The City Manager must:

1. Attend all Council meetings unless excused by the Mayor or Council;
2. Make reports and recommendations to the Mayor and Council about the needs of the city;
3. Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
4. Appoint, supervise and remove all non-elected department heads and other city employees, except as follows:
  - a. The Ashland Parks and Recreation Commission shall have responsibility for appointing, supervising, and removing its employees, subject to state law, Ashland Municipal Code, written mutual agreements between the City Council and Ashland Parks and Recreation Commission, and formal, written City administrative policies.
  - b. Employees who report directly to the mayor and City Council shall be appointed, supervised, and removed by the mayor and City Council and shall be termed appointive officers.

5. Organize city departments and administrative structure, except that the City Manager shall have no responsibility for the supervision of the City Attorney's Office or the Ashland Parks and Recreation Commission;
6. Prepare and administer the annual city budget;
7. Administer city utilities and property;
8. Encourage and support regional and intergovernmental cooperation;
9. Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
10. Perform other duties as directed by the council;
11. Delegate duties to any city employee, in a manner consistent with the provisions of the City Charter, the Ashland Municipal Code, state and federal employment law, and collective bargaining agreements.

**Section 5.** The City Manager has no authority over the Mayor or Council or any other elected official, or the City Attorney;

**Section 6.** The City Manager and other employees designated by the council may sit at council meetings but have no vote. The City Manager may take part in all council discussions.

**Section 7.** When the City Manager is temporarily disabled from acting as manager or when the office becomes vacant, the Council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove department heads only with council approval.

**Section 8.** Neither the Mayor nor a member of the Council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal of any officer or employee or in the purchase of services and supplies; or attempt to extract any promise relative to any appointment from any candidate for City Manager. Nothing in this section shall be construed, however, as prohibiting the Council from fully and freely discussing with or suggesting to the manager anything pertaining to city affairs or the best interests of the city.

**Section 9.** No person related to the manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the city, except with express city council approval.

**Section 10.** This Article VIII-A shall be effective on January 1, 2021, if approved by the electors of Ashland in a primary or general election prior to that date. The individual employed as Ashland City Administrator on the effective date of this ARTICLE VIII-A shall be the city manager as described above and shall remain so employed until such time as he/she resigns or is terminated by the Council. The position of city administrator is abolished.

### **ARTICLE XIII - Appointive Officers**

**Section 1. Appointive Officers.** The Mayor, with the confirmation by the Council, shall appoint a City Manager, City Attorney and such other officers as the Council deems necessary. The Council may combine any two or more appointive offices. (Charter amendment 5-23-78)