

City of Newport City Manager Job Description

Nature of Work:

The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Council in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and long range planning and administrative support to the Mayor and City Council.

Specific Duties and Responsibilities:

- Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- To attend City Council Meetings.
- Oversee the preparation of meeting agendas and supporting materials; present recommendations to council; and respond to questions and direction from City Council.
- To implement policies as determined by the City Council.
- To collect information relating to issues facing the city and to analyze, interpret and summarize it to recommend action, if any.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Council informed on matters related to the financial condition of the city. Produces an annual detailed operational budget proposal in cooperation with city department heads and treasurer for review and recommendation to the city voters.
- To furnish to the city council an annual detailed five year capital improvement program and strategic plans for a wide range of municipal activities for their approval.
- Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.
- To serve as liaison with regional, state, and federal agencies to advise the City Council and other Boards.
- To collect delinquent taxes and sewer and water fees.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.
- To implement negotiated agreements for the City Council.
- To be available to the people of the City of Newport to hear complaints, questions and suggestions and work with the appropriate boards and officials to handle these matters.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- To review all invoices presented to city for payment
- To administer the personnel policies, procedures and regulations as established by the City Council. Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination, and employment records management. To develop and foster a work environment in which employees recognize their vital role in the functioning of the city.
- To administer and enforce the ordinances and bylaws of the City of Newport not specifically delegated to others.

- Research, analyze, and make recommendations for cost effective improvements in City operations.
- Assists with City functions and performs any other duties as required or necessary.

Knowledge, Ability and Skill:

- Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Application of good knowledge of research methods.
- Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision. Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, ect.).
- Knowledge of local government purchasing laws and practices.
- Ability to work with and coordinate between multiple agencies and different governmental structures to meet goals and objectives.
- Ability to read, analyze, and interpret reports and documents
- Application of good knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management;
- Application of good knowledge of rules and regulations of the open meeting law and public records act.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Exposure to irate members of the public.
- Requires flexible time management.
- Regular travel for training.
- Operation of a motor vehicle

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

Job Environment:

- Most work is performed in office conditions; regular schedule requires attendance at evening meetings; additional time is required to prepare for meetings and other events.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with city residents, city employees, state and federal officials, business and community organizations, consultants, and vendors.
- The employee has access to all city-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. This job description is neither an employment contract nor a promise of work for any specific length of time.

The City of Newport is an equal opportunity employer.