



CITY OF NEWPORT invites applications for the position of:

Assistant City Manager/City Recorder

SALARY: \$6,432.00 - \$8,430.00 Monthly
DEPARTMENT: City Manager's Office
OPENING DATE: 08/27/21
CLOSING DATE: 09/27/21 05:00 PM

PURPOSE:

The City of Newport is seeking a dedicated, professional, and experienced, individual to fill the position of Assistant City Manager/City Recorder. This position is responsible to oversee and guide, as assigned, the activities of various departments, divisions, and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council. Provide administrative guidance, as assigned, to staff to ensure the city's goals and objectives are achieved in a timely and professional manner. Provide the City Manager and City Council with accurate and timely information to support decision-making and policy direction. This position serves as an agent of the City Manager when necessary.

QUALIFICATIONS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's Degree, AND five years local government or business management experience with a minimum of three years supervisory experience.

KNOWLEDGE: Knowledge of public administration, budgeting, planning and urban renewal principles. Best practices in the areas of leadership and management. Knowledge of Oregon municipal operations. Knowledge of municipal operations, procedures, practices, systems, and structures. Knowledge of Oregon Public Records Retention and meeting laws, ethics, and elections. Knowledge of management, conflict resolution, and team-building techniques, principles, and practices as they occur in government organizations. Emerging communication trends including best practices and principles for communications, public involvement, media relations, and social media. State and federal laws governing local government. Presentation techniques. Community outreach and engagement. Problem solving techniques. Personal computers and related software applications. Knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. Knowledge of city organization goals and Council policy. Principles of leadership, conflict resolution, negotiation, and problem solving.

SKILLS: Strong leadership, conflict resolution, negotiation, and problem-solving skills. Intermediate level skill in the use of personal computers, various related software programs, and standard office equipment. Customer service orientation and skills. Strong interpersonal, oral, and written communications skills with a variety of audiences. Competence in business English, spelling, and punctuation. Strong time management, reasoning, analysis, and problem-solving skills, combined with excellent judgment, and professionalism.

ABILITIES: Ability to develop and maintain effective working relationships with management, coworkers, elected officials, and the public. Communicate effectively with co-workers, management, elected officials, and the public. Work with people in stressful situations that may involve individuals who are distraught or highly stressed. Foster a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and a strong customer service commitment. Display excellent interpersonal skills and awareness of controversial and/or sensitive issues. Self-motivate. Recommend and implement tools and software to broaden and deepen the city's communication efforts. Manage multiple projects and tasks while prioritizing as needed. Foster relationships with community partners and work as a member of an internal collaborative management team. Apply contemporary management theories and practices. Innovate. Think critically. Write clear and concise communications to a varied constituency. Problem-solve. Make effective presentations. Promote positive public relations. Provide excellent customer service. Ability to maintain efficient and effective systems and procedures. Ability to follow direction. Ability to function in an intense work environment with numerous interruptions and conflicting demands. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Ability to manage multiple demands and deadlines occurring simultaneously. Physical ability to perform the essential job functions. Ability to work a flexible schedule.

SPECIAL REQUIREMENTS/LICENSES:

- Valid Oregon Driver's License at time of hire

DESIRABLE QUALIFICATIONS:

- Master's Degree in Public Administration
- Bilingual in English and Spanish

PHYSICAL DEMANDS:

The employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to ten pounds, and occasionally lift or move materials up to 25 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required more than 60% of the work period while operating such equipment as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most work occurs under usual office working conditions.

For more information, please [click here](#).

HOW TO APPLY:

All applications for this position must be submitted via our online application system at:

<https://www.newportoregon.gov/dept/adm/hr/currentjobs.asp>

Only complete applications will be considered, please submit a cover letter, and resume with your application. Please do not fax, mail, or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO and Veterans' preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checking, and in the case of safety sensitive positions, drug, and alcohol testing.

The City of Newport follows Oregon law regarding Veterans' Preference in Public Employment. If you are requesting Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.
