

**CITY OF CANNON BEACH
CITY MANAGER
JOB DESCRIPTION**

Position Summary

The City Manager serves as the Chief Administrative Officer of the City of Cannon Beach and is responsible for planning, directing, coordinating, and overseeing all municipal operations in accordance with the City Charter, City Municipal Code, regulations, and policies established by the City Council.

The City Manager provides strategic leadership and professional management to ensure the efficient delivery of municipal services while maintaining fiscal responsibility, organizational excellence, and outstanding customer service. The City Manager works collaboratively with the City Council, employees, residents, businesses, and partner agencies to achieve the Council's goals and uphold the City's Charter.

The City Manager is expected to maintain the highest standards of integrity, professionalism, transparency, and ethical conduct while fostering a workplace culture built on teamwork, accountability, innovation, and respect.

Essential Duties and Responsibilities

Leadership and Administration

- Provide overall leadership and direction for all City departments and operations.
- Implement policies established by the City Council.
- Recommend policies, programs, ordinances, and administrative procedures that improve City services.
- Ensure compliance with all federal, state, and local laws.
- Promote innovation and continuous improvement throughout the organization.
- Maintain an open-door policy that encourages communication, accessibility, and collaboration among employees, elected officials, and members of the public.
- Foster a positive organizational culture built on professionalism, accountability, and mutual respect.
- Coordinate the work of all City departments to ensure efficient delivery of services.

City Council Relations

- Attend all meetings of the City Council unless excused.
- Keep the City Council fully informed regarding City operations, emerging issues, financial conditions, and community concerns.
- Provide objective and professional advice while faithfully implementing Council decisions.
- Assist the Council in establishing short-term and long-range strategic goals.
- Maintain effective communication with elected officials while respecting the policymaking role of the Council and the administrative role of the City Manager.

Financial Management

- Direct the City's financial operations in cooperation with the Finance Director.
- Prepare and present the annual budget and Capital Improvement Program.
- Ensure sound fiscal management and long-term financial stability.
- Recommend appropriate revenue sources and expenditure controls.

- Administer purchasing in accordance with City policy.
- Oversee grant administration, reporting, and compliance.
- Protect City assets through sound financial practices and internal controls.
- Ensure enforcement of the provisions of all franchises, leases, contracts, permits, licenses, and privileges granted by the city

Personnel Management

- Direct the recruitment, hiring, supervision, evaluation, discipline, and separation of employees as provided by the City Charter and personnel policies.
- Supervise department directors and evaluate their performance.
- Encourage employee development, training, and succession planning.
- Promote a safe, respectful, and productive workplace.
- Foster teamwork and communication throughout the organization.

Utility and Infrastructure Management

- Provide administrative oversight of the City's water, wastewater, streets, parks, and other public infrastructure.
- Recommend capital improvements based on operational needs and long-term planning.
- Monitor utility performance and regulatory compliance.
- Ensure maintenance of City-owned facilities and equipment.

Community Relations

- Serve as the City's chief administrative representative to the public.
- Build positive working relationships with residents, businesses, community organizations, and stakeholders.
- Respond to citizen concerns in a timely, fair, and professional manner.
- Promote transparency through open communication and public engagement.
- Represent the City at community events and public meetings.

Intergovernmental Relations

- Maintain cooperative working relationships with local, regional, state, tribal, and federal agencies.
- Monitor legislative activities affecting municipal government.
- Advocate for the City's interests before governmental agencies.
- Participate in professional organizations and municipal associations.

Emergency Management

- Serve as a member of the City's Emergency Management Team.
- Coordinate City operations during emergencies and natural disasters.
- Ensure continuity of essential government services.
- Work with emergency response partners to protect the health, safety, and welfare of the community.

Strategic Planning and Economic Development

- Assist the City Council in developing long-range strategic priorities.
- Encourage responsible economic development consistent with community values.
- Identify opportunities to improve municipal services through innovation and technology.
- Pursue grants and outside funding opportunities.
- Support long-range planning efforts and infrastructure investments.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science, Finance, or a related field.
- Five (5) years of progressively responsible local government management experience, including supervisory responsibilities.
- Any satisfactory combination of education, training, and experience demonstrating the knowledge, skills, and abilities necessary to perform the position may be considered.

Preferred Qualifications

- ICMA Credentialed Manager or ability to obtain.
- Experience managing municipal water, and wastewater utilities.
- Knowledge of Oregon municipal government.
- Knowledge of Oregon land use planning.
- Experience with collective bargaining, capital improvement planning, and grant administration.

Knowledge, Skills, and Abilities

The successful candidate should demonstrate the ability to:

- Lead a complex municipal organization.
- Build collaborative relationships.
- Communicate effectively both orally and in writing.
- Prepare and administer municipal budgets.
- Analyze complex problems and develop practical solutions.
- Interpret laws, ordinances, contracts, and financial reports.
- Effectively manage multiple priorities.
- Work under pressure while maintaining professionalism.
- Build trust with employees, elected officials, and the public.

Working Conditions

The City Manager must be available outside normal business hours to respond to emergencies, attend evening meetings, and represent the City at community events. Regular attendance at City Council meetings and public meetings is required.

Physical Requirements

Work is primarily performed in an office environment with occasional field visits. The position requires sitting, standing, walking, lifting up to 20 pounds occasionally, operating standard office equipment, and traveling throughout the community.

Compensation and Benefits

Salary and benefits shall be established by the City Council and administered in accordance with the employment agreement and applicable City policies.

Approved by City Council consensus 9/1/2029