



CITY OF NEWPORT, WASHINGTON

The City of Newport is accepting applications for the position of City Administrator. Salary range is \$70,272-\$99,768 plus excellent benefits.

The City of Newport has a population of 2,170 and a workforce of approximately 12 employees. The City operates under the mayor-council form of government. City departments include Administration, Building & Fire Safety, Finance, Human Resources, Parks, Planning, Police, and Public Works. The City of Newport has a total 2018 budget of \$7.6 million.

This is a highly responsible administrative and technical management position. The employee occupying this position is the Chief Administrative Officer for the City of Newport and has the overall responsibility of managing and directing all departments within the city. Work involves full management responsibility for all City services and activities including risk management, safety, planning and community development, finance, police, fire, parks, wastewater, water and street departments, ensuring conformance to city ordinances and state laws pertaining to the establishment and maintenance of city records and accounting of municipal funds. Managing the activities of all city departments and offices and rendering direct assistance to the Mayor and Council in the planning, organization, and administration of all municipal government functions. In addition, the incumbent serves as the Director of Risk Management. The incumbent will develop effective working relationships with elected administrative and program officials to ensure cooperation and efficient operation of city government.

Graduation from an accredited four-year college or university with a degree in business, public administration or related field and five years of managerial experience in duties related to the position is preferred. Municipal government as well as public works experience is a plus. An engineering background is ideal.

The City of Newport is an Equal Opportunity Employer. First review: June 15, 2018 (open until filled). To apply online, visit newport-wa.org and click on "City Administrator" for an application. Applications along with a resume may be submitted electronically to clerk@newport-wa.org as well as through the mail at 200 S. Washington Avenue, Newport, WA 99156. For questions, please call 509-447-5611.

City of Newport Job Description

Job Title: City Administrator
Department: Administration
Reports To: Mayor
FLSA Status: Executive Exempt
Revised Date: May 24, 2018

SUMMARY:

This is a highly responsible administrative and technical management position. The employee occupying this position is the Chief Administrative Officer for the City of Newport and has the overall responsibility of managing and directing all departments within the city. Work involves full management responsibility for all City services and activities including risk management, safety, planning and community development, finance, police, fire, parks, wastewater, water and street departments, ensuring conformance to city ordinances and state laws pertaining to the establishment and maintenance of city records and accounting of municipal funds. Managing the activities of all city departments and offices and rendering direct assistance to the Mayor and Council in the planning, organization, and administration of all municipal government functions. In addition, the incumbent serves as the Director of Risk Management. The incumbent will develop effective working relationships with elected administrative and program officials to ensure cooperation and efficient operation of city government.

REPORTING RELATIONSHIP:

Reports to the Mayor within the framework of governing state and local laws and general policy established by the City Council, duties are performed with a wide latitude for independent judgment and action. Work requires the exercise of mature judgment and the application of management techniques and practices in a variety of administrative, fiscal and related areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Acts as a team player with other City employees, Administration, and the elected officials by providing information necessary for the success of the individual's performance by interacting in a courteous, efficient and helpful manner. Must establish and maintain effective working relationships with citizens and co-workers contacted in the daily course of work.
- Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Interact with contractors, utilities, public agencies, and City departments in response to inquiries and complaints in area of assignment.
- Establishes current and long range objectives, plans, and policies, subject to approval by the City Council.

- Other duties may be assigned.

GENERAL DUTIES:

1. Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of city government departments and offices, as well as developing policy related to the general future direction of city government. Reports to and advises the Mayor and City Council as appropriate, on immediate as well as emerging municipal problems.
2. Advises and provides leadership to civic organizations dealing with specific items affecting the city's welfare.
3. Oversees, coordinates, and manages the activities of all city departments and offices in carrying out the requirements of ordinances, laws, rules, and regulations, and the policies of the City Council.
4. Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Prepares a plan of administration, including an organization chart, which defines authority and responsibility for all non statutory positions of the City; and submits it to the City Council for adoption as the official organization for the City.
6. Establishes, when necessary, administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government, not inconsistent with paragraph (3) above or directives of the Mayor and City Council.
7. Attend, as a nonvoting staff member, boards, commissions and committees of the City or appoints a departmental representative to attend as deemed necessary.
8. Keep informed, under the guidance of the City Attorney, of current Federal, State and County legislation and administrative rules affecting the City and submits appropriate reports and recommendations on those matters to the City Council.
9. Represent the Mayor and City Council in matters involving legislative and intergovernmental affairs when authorized by the Mayor and City Council.
10. Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
11. Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.

12. Promote the economic well being and growth of the City through public and private sector cooperation.
13. Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

RESPONSIBILITIES TO THE CITY COUNCIL:

1. Attend all meetings of the City Council, unless excused by the Mayor or by majority vote of the City Council, assisting the Mayor and the City Council as required in the performance of their duties.
2. Arrange for notices complying with open meeting laws to be given of all City Council meetings. Arrange for such notices for committee meetings when required by state statute.
3. In coordination with the Mayor and the City Council Direct the City Clerk/Treasurer, to prepare agendas for all meetings of the City Council, all City Council Committees and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing in this subsection being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the City Council or any of its committees and commissions.
4. Direct the City Attorney in the preparation of ordinances and resolutions as requested by the Mayor or the City Council, or as needed.
5. Keep the Mayor and City Council regularly informed about the activities of the Administrator's office by oral or written reports at regular and special meetings of the City Council.
6. Receive directives from the Mayor in the event that action normally requiring City Council approval is necessary in emergency situations at a time when the City Council cannot meet.

HUMAN RESOURCES:

1. Work with the City Clerk/Treasurer to establish and maintain complete and current personnel records, including specific job descriptions, for all City employees; recommend salary and wage scales for City; recruit and evaluate applicants for City positions; enforce high standards of performance by City employees; assure that City employees have proper working conditions; administer the grievance procedures of the City; work closely with Department Heads to resolve promptly personnel problems or grievances; ability to prepare and analyze comprehensive reports, investigate and adjudicate grievances, discrimination complaints, analyze and document employment decisions in factual manner complying with Federal, State and local Employment Laws and regulations.

2. Recommend to the Mayor and/or City Council the appointment, promotion, suspension or termination of any employees and/or independent contractors (attorney, etc.) of the City.
3. Evaluate the performance of Department Heads and equivalent personnel.
4. Evaluate in conjunction with Department Heads, the performance of all employees on an annual basis.
5. Responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures.
6. Work closely with Department Heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., if funds have been budgeted for these activities.

BUDGETING AND PURCHASING:

1. Direct the City Clerk/Treasurer in the preparation, posting and publishing, including all official notices required, of the annual City budget, Mayor's Budget Message and City budget proceedings in accordance with guidelines as may be provided by the City Council and in coordination with Department Heads, and pursuant to State statutes, for review and approval by the Mayor and the City Council.
2. Direct the accounting system of the city insuring that the system employs methods in accordance with current professional accounting practices.
3. Review the annual budget requests submitted by Department Heads.
4. Direct purchasing and contracting for supplies and services, subject to the purchasing procedures established by the City Council and any limitation contained in the State statutes.
5. Serve as chief negotiator for the City; administer contracts and agreements as directed by council motion, resolution or ordinances.
6. Obtain the services of project consultants when authorized.
7. Seek outside funding sources and prepare and process grant applications in the furtherance of municipal planning goals.

SUPERVISORY RESPONSIBILITIES:

Work involves full management responsibility for all City services and departments including building / planning, finance, police, fire, parks, wastewater, water and street departments, ensuring conformance to city ordinances and state laws pertaining to the establishment and maintenance of city records and accounting of municipal funds. This includes management of

the Chief of Police, Director of Public Works, Fire Chief, Planning / Building Inspector, Code Enforcement Officer, and City Clerk / Treasurer.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in business, public administration or related field and five years of increasingly responsible managerial experience in duties related to the position is preferred. Municipal government as well as public works experience is a plus. An engineering background is ideal.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application		
How Did You Learn About Us?				
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____				
Last Name		First Name	Middle Name	
Address	Number	Street	City	
			State	Zip Code
Telephone Number(s)			Social Security Number (voluntary)	

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? _____ YES _____ NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES **Do not include family members or past supervisors.**

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/ traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number