



# City of Union

## Agenda

### Council Work Session Meeting

Monday, July 3, 2023 @ 6:00 PM

Leonard Almquist Council Chambers, 342 S. Main St,  
Union, OR 97883

Page

1. **CALL TO ORDER AND ROLL CALL:**

**Mayor:**

Hawkins

**Councilors:**

Farmer, Cox, Black, Blackburn,  
Middleton and Boyer-Davis

2. **PRESENTATIONS:**

3. **UPCOMING BUSINESS DISCUSSIONS:**

4. **COMMITTEE DISCUSSIONS:**

5. **ORDINANCE/CHARTER REVIEW:**

6. **OTHER:**

6.1. City Administrator Job Description

[Admin-Recorder Job Description](#)

2 - 7

7. **ADJOURNMENT:**

**CITY OF UNION - CITY ADMINISTRATOR JOB DESCRIPTION**  
**NOVEMBER 2017**

**ORGANIZATION:** City of Union

**LOCATION:** Union, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Administrator

**PUPOSE OF POSITION:**

As the chief administrative officer for the City, plan and direct the activities of assigned City departments, either directly or through subordinate supervisors, Act as the City's Planning Director.

**ESSENTIAL JOB FUNCTIONS:**

Provide administrative direction to City employees, directly or through subordinate department heads. Ensure satisfactory resolution of personnel issues. Review and approve hiring, discipline, and termination recommendations. Serve as the City's Personnel Officer.

Manage and coordinate projects/programs to accomplish goals and objectives of the City Council, in particular those relating to planning and community development. Confer with department heads and others on various operating and administrative problems, review departmental plans and programs, and suggest new Innovations/methods to improve the standard of services provided by the City. Prepare grant applications and administer grants received, keeping complete records and accounting.

Serve as the City's Planning Director. Review building permits, meet with developers and others for pre-application conferences, and coordinate notices and reports. Prepare staff reports for Planning Commission and make recommendations when appropriate.

Serve as the City's Budget Officer. Supervise the preparation of the annual budget; review and approve departmental needs and estimates; transmit budget document to Budget Committee and City Council for review and approval. Administer approved budget and monitor overall expenditures to ensure compliance with budget.

Oversee all City real and/or personal property. Act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases. Maintain adequate inventory records for personal and real property owned by the City. Advise Mayor and Council concerning the purchase of new machinery, equipment, supplies or services that can be obtained under terms and conditions most advantageous to the City.

Meet with public seeking information or making complaints and attempt to dispose of these matters to the best advantage for all parties concerned. If attempt to resolve is not obtained, follow the City Charter.

Meet with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters and receive direction or other information. Prepare and provide reports, resolutions, and ordinances for Council information or action.

Work with various citizen and business groups to encourage and develop economic opportunities. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support. Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible. Follow through to ensure satisfactory resolution of citizen inquiry.

Interpret and apply codes, ordinances, personnel policies and procedures.

Maintain cooperative working relationships with City staff, other organizations, and the public.

Follow all safety rules and procedures for work areas. Ensure all employees comply.

#### AUXILLARY JOB FUNCTIONS:

Maintain knowledge and proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in clean and orderly manner.

#### JOB QUALIFICATION REQUIREMENTS:

##### MANDATORY REQUIREMENTS:

Broad knowledge of municipal government organization, powers, functions, and relationships with other governmental jurisdictions; principals and practices of public budgeting, planning, and community development, finance, and personnel management. Equivalent to a complete four year university education in business or public administration and over four years responsible public and business management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

##### SPECIAL REQUIREMENTS/LICENSES:

Valid Driver's License

DESIRABLE REQUIREMENTS:

Possession of a master's degree in related field. Previous experience as a City Administrator/Manager in a City of comparable size.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for over 6 seldom over 15 FTE.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor and City Council.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**CITY OF UNION- CITY RECORDER JOB DESCRIPTION**  
**NOVEMBER 2017**

**ORGANIZATION:** City of Union

**LOCATION:** Union, Oregon

**DEPARTMENT:** Administration

**JOB TITLE:** City Recorder

**PUPOSE OF POSITION:**

Plan, organize and perform work related to the financial and accounting systems, and maintenance of official records for the City. Perform a wide variety of duties to support the Mayor and City Council. Ensure official records of the City are maintained in compliance with established laws and City ordinances. Act as City Elections Officer.

**ESSENTIAL JOB FUNCTIONS:**

Maintain adequate financial management system in a manner consistent with established and accepted municipal accounting principles and practices to provide adequate revenue, expenditure, and statistical data for management purposes and to meet statutory requirements. Provide financial analysis and statements as requested by City Administrator, Council and/or Mayor. Participate in annual City audit and respond to audit findings.

Maintain adequate cash-flow for all City operations to meet operational needs. Invest surplus funds in investment instruments appropriate for public funds. Compile annual consolidated City budget. Ensure all budget notification requirements are met.

Prepare journal entries to correct general ledger errors. Reconcile accounts of subsidiary records in relation to general ledger control accounts. Research transactions to determine reasons for non- reconciliation and make necessary corrections.

Prepare various reports as scheduled or requested, e.g. revenue and expenditure forecasts, worker's compensation, CR-S00's, insurance renewals, rural development, financial census, grants, etc.

Ensure legal documents of City are maintained for permanency as required by State and Federal archival laws. Ensure proper maintenance of all other City records, including filing, retention and destruction.

Answer telephone and greet visitors; respond to inquiries and provide information, direct to appropriate personnel, or take messages. Provide information to the public regarding a variety of department services and procedures or refer to appropriate staff. Provide assistance to and gather information from the public, in completing and processing forms.

Maintain public relations on behalf of department in meeting with public, business representatives and other public agencies.

Process and sign official documents of the City. Prepare and distribute Council information packets. Attend and record City Council meetings. Type minutes of meeting for review by others. Set up Council meeting areas.

Maintain cooperative working relationships with City staff, other organizations, and the public.

Follow all safety rules and procedures for work areas.

#### AUXILIARY JOB FUNCTIONS:

Provide assistance to other personnel as workload and staffing levels dictate. Maintain knowledge and proficiency by attending training and meeting, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

#### JOB QUALIFICATION REQUIREMENTS:

##### MANDATORY REQUIREMENTS:

Thorough knowledge of general accounting and budgeting relating to municipal government, public meeting laws and hearings requirements, and records retention practices and requirements. Knowledge of word processing, spreadsheet and database applications software; and, office practices, procedures and methods. Equivalent to high school supplemented by additional training equal to two years of college and four years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

##### SPECIAL REQUIREMENT/LICENSES:

Must be bondable and possess Notary Public

##### DESIRABLE REQUIREMENTS:

Previous experience as a City Recorder

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.