

POSITION TITLE:	Director of Policy and Community Relations
DEPARTMENT:	Administration
FLSA STATUS:	Exempt
SALARY RANGE:	K
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

Under general direction, the Director of Policy and Community Relations provides responsible and complex professional management assistance to the City Manager, City Council, and department directors in delivering city programs and services and carrying out city council goals. This position oversees the Economic Development, Communications, records management, legislative affairs, and other divisions/programs designated by the City Manager. Additional responsibilities include providing executive-level support to the City Manager; conducting research, analysis and program and policy development; responding to public inquiries and complaints; managing special projects; and facilitating collaboration between city departments. This position will be required to occasionally provide support to the customer service counter. This position also serves as City Recorder and is responsible for coordinating City Council agendas and meetings and ensuring compliance with laws governing public meetings, records, and elections.

ESSENTIAL DUTIES:

- 1) Provides highly responsible assistance to the City Manager in the management of city operations.
- 2) Assists the City Manager and members of the City's executive team in monitoring internal and external issues and serves as a member of the City's executive team.
- 3) Performs a variety of research, analysis, and administrative studies, program development, policy analysis and formulation, and strategic planning studies and projects.
- 4) Assists in developing, planning, and implementing goals and objectives for the city and measuring progress.
- 5) Prepares reports, resolutions, ordinances, proclamations, bid/RFP documents, contracts, correspondence and other documents for City Manager, Department Directors, and/or Council review or approval.
- 6) Develops plans, procedures, and best practice research.
- 7) Makes presentations to city council, boards and commissions, and other community groups.
- 8) Meets and confers with citizens to remedy problems and discuss city policies and procedures; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- 9) Provides executive-level support to the City Manager to assist in policy and operational decision-making.
- 10) Assists the City Manager in ensuring successful implementation of Council goals and policies.

- 11) Serves as liaison between City Council members, the City Manager, Department Directors, City staff, the public, and outside groups, and agencies. Exercises interpersonal and political acumen to communicate the wishes and intentions of the City Manager and Council.
- 12) Advises Department Directors on development of Council staff reports and other meeting materials to prepare policy measures for successful Council adoption; edits staff reports and meeting materials as required prior to Council meeting packet publication.
- 13) Exercises independent judgment and initiative and applies knowledge of organizational programs and procedures to proactively address internal and external challenges, including problems involving public, intergovernmental, and interdepartmental relations.
- 14) Assists the City Manager in budget development and related tasks.
- 15) Plans and implements internal and external communication programs to keep citizens, businesses, news media, and other key audiences up to date on City activities.
- 16) Directs the structure and content of the City website, newsletter, and social media sites. Manages City communications to ensure message effectiveness and consistency with City policy and Council intent.
- 17) Creates programs to promote citizen involvement in City programs, activities, and decision-making processes, including development of avenues for providing input to the City Council on policy initiatives.
- 18) Manages all aspects of communication between the City and the public to ensure a consistent look and message.
- 19) Directs and oversees Economic Development and Communications staff, including hiring/firing, performance evaluations, discipline, etc. along with day-to-day management.
- 20) In collaboration with the City Manager and Finance Director, prepares a proposed biennial budget for the Administration Department.
- 21) Staffs advisory boards, citizen or council committees, and task forces as assigned.
- 22) Manages special projects as assigned.
- 23) Establishes and maintains positive working relationships with coworkers, community members, and other agency staff.
- 24) Performs other duties as required by the City Manager.

City Recorder Specific Functions:

- 1) Serves as the Clerk of the Council, coordinates the arrangements and attends Council and Urban Renewal Agency meetings; records meetings, drafts or edits minutes that are submitted for Council approval; assures distribution and recording of all signed ordinances, resolutions, and other documents approved by Council.

- 2) In charge of retention of public records and maintenance of central files of all City documents. Oversees records management, assigns numbers for, and maintains indexes for resolutions and ordinances.
- 3) Prepares City Council and Urban Renewal Agency agenda packets in coordination with department heads, City Manager, and Mayor. Advises departments regarding preparation of Council packet documents to ensure accuracy and completeness, as well as consistency with the City Manager's direction. Reviews agenda packet and oversees distribution to the City Council and public. Prepares Council Chambers for meetings.
- 4) Serves as Election Officer for the City; handles all aspects of City elections including certifying signatures on petitions, preparing and distributing official notifications, providing information to candidates and campaign committees, and ensuring compliance with all county and state rules, regulations, and requirements.
- 5) Maintains Council history and Council appointee database; prepares and publishes notices of all City volunteer vacancies.
- 6) Coordinates and participates in orientation of new City Council members.
- 7) Processes and responds to public records requests; reviews records for potentially legally exempt materials
- 8) Coordinates appointments on City's advisory committees/boards.
- 9) Maintains in-depth knowledge of City and City Council rules and policies.

JOB SPECIFICATIONS:

Mandatory Requirements:

A bachelor's degree from an accredited college or university, in public administration, business administration, political science, or a closely related field and 3 - 5 years of experience in a role with similar or comparable job duties and responsibilities.

Preferred Requirements:

Master's degree in public administration, business administration or a closely related field; 5 plus years' experience working in an office environment. Any combination of experience and education that provides the applicant with the level of required knowledge and abilities will be considered.

Necessary Knowledge, Skills and Abilities:

- Excellent skills in public relations, written and oral communication.
- Communicate effectively with coworkers, management, City Council, and the public.
- Display excellent interpersonal skills and awareness of controversial and or sensitive issues.
- Ability to effectively interact and maintain positive working relationships with department staff, members of the public, City Council, committee members, and co-workers from other departments.

- Work independently with minimal supervision and guidance, and as part of a team.
- Strong organizational skills.
- Strong project management skills.
- Effective use of personal computers and related software applications including record systems, financial software, website and social media platforms, and meeting management software.

Special Requirements/Licenses:

Must be able to pass the city's security clearance standards, including criminal history and reference check. Possession of or required to obtain a valid Oregon driver's license within thirty (30) days and have a satisfactory driving record.

SUPERVISION RECEIVED:

Works under direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Supervises Economic Development and Communications staff. Supervision includes oversight and final authority for assigning, reviewing, and evaluating work performance. May supervise staff in other functional areas as directed by the City Manager.

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 job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.

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.

Work is performed mostly in an office setting in a well-lit temperature-controlled office environment. Some external noise. Many projects are deadline driven.

TOOLS AND EQUIPMENT USED:

Basic office equipment, including, but not limited to, computer, phone, and copy machine.

Jordan Wheeler

City Manager

Adopted: 10/2020 Revised: 3/2022, 6/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Jeff Aprati

Date