

CITY OF UNION - CITY ADMINISTRATOR JOB DESCRIPTION
September 2026

ORGANIZATION/LOCATION: City of Union, Oregon

DEPARTMENT: Administration

JOB TITLE: City Administrator

PUPOSE OF POSITION:

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

ESSENTIAL JOB FUNCTIONS:

Provide administrative direction to City of Union 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 of Union personnel officer.

Manage and coordinate projects/programs to accomplish goals and objectives of the City of Union Council, particularly 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 innovative/methods to improve the service standards provided by the City of Union. Prepare grant applications and administer grants received, keeping complete records and accounting. Act as the Historic Preservation Commission Director.

Serve as the City of Union Planning Director. Review building permits, oversee and direct meetings with developers and others for pre-application conferences and coordinate notices and reports. Oversee the reparation of staff reports for the City of Union planning commission and make appropriate recommendations as necessary.

Serve as the City of Union budget officer. Supervise and prepare the annual budget. Review and approve departmental needs and estimates. Prepare, present, and explain the budget document to city of Union budget committee and Council for review and approval. Administer the approved budget and monitor revenue and expenditures to ensure compliance with City of Union and Oregon budget laws.

Oversee all City of Union real and personal property. Act as business agent of the City of Union 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 of Union. Advise the Mayor and Council concerning the new purchase machinery, equipment, supplies or service procurement that can be obtained most advantageous to the City.

Meet with the public seeking information or making complaints and attempt to resolve these matters to the advantage of all parties concerned. If attempt to resolve is not obtained, unresolved formal complaints can be brought to the attention of the City Council.

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

Serve as the Historic Preservation Commission Director to assist the Historic Preservation Commission per Ordinance Chapter 156. City Administrator attends planning Commission meetings in the absence of the City Planner.

Work with various citizens 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 the appropriate department as necessary. Follow through to ensure satisfactory resolution of citizen inquiry.

Interpret and apply codes, ordinances, personnel policies, and procedures. Review and revise to City Council of possible or necessary updates or changes to codes, ordinances, personnel policies, and procedures. Ability to understand and adapt a working knowledge of municipal infrastructure and practices while overseeing public works to include, streets, water, and wastewater.

Maintain cooperative working relationships with elected officials, 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 meetings with others in areas of responsibility. Maintain work areas in clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

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, skill and abilities to perform the above duties.
- Bachelor's degree in business, municipal planning, public administration, or related field, though candidates with substantial relevant experience may also be considered.
- Experience and Skills in the following fields:
 - Public communication (PIO).
 - Budgeting
 - Planning skills
 - Government finance.
 - Project management. (utilities, planning, infrastructure).
 - Community Development.
 - Personnel Management.
- Oregon driver's license

DESIRED EXPERIENCE:

- Previous experience as a City Administrator/Manager with a city of comparable size.
- Possession of a master's degree in related field
- Degree in Accounting
- Experience with Collect Bargaining Agreement (CBA)

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 40 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
September 2026

ORGANIZATION/LOCATION: City of 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 state and local laws. Act as the city election's officer.

ESSENTIAL JOB FUNCTIONS:

Maintain adequate financial management system records in a manner consistent with established and accepted municipal accounting principles and practices. Provide adequate revenue, expenditure, and statistical data for management purposes to meet statutory and local requirements. Provide financial analysis and statements as requested by the City Administrator, Council and/or Mayor. Participate in the annual city audit and respond to/fix 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 the 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 (revenue and expenditure forecasts, worker's compensation, CR-500's, insurance renewals, rural development, financial census, grants, etc).

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

Answer telephone calls and greet visitors. Respond to inquiries and provide information directly to appropriate personnel, or take messages. Provide information to the public regarding a variety of department services and procedures or refer to appropriate staff. Aid and provide pertinent information to the public, in completing and processing forms.

Maintain public relations on behalf of departments when meeting with public, business representatives and other public agencies.

Process and sign official documents of the city. Prepare and distribute Council information packets. Attend, record and maintain minutes of Council, Planning, Historic and Budget meetings. Prepare minutes of meeting for review by others. Set up Council meeting areas.

Maintain cooperative working relationships with elected officials, city staff, other organizations, and the public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

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

JOB QUALIFICATION REQUIREMENTS:

REQUIREMENTS:

Through 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. A satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

- Ability to possess a Notary Public.
- Ability to be bonded.
- Oregon driver's license
- Knowledge of general accounting and budgeting.
- Understanding of public meetings laws and records retention.
- Knowledge of word processing, spreadsheet, and database applications software.
- 2 years of experience demonstrating the working knowledge of essential job functions described above.

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 40 pounds. Manual dexterity and coordination are required for 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:

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.