



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

**AGENDA
CITY COUNCIL WORK SESSION**

FRIDAY, JULY 11, 2025, 10:00 AM

<https://us02web.zoom.us/j/85969278671?pwd=gweAS4XKGZcqyk4Cuq9YDpqvedOyS0.1>

**Meeting ID: 859 6927 8671
Passcode: 334832**

- 1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSS CITY ADMINISTRATOR RECRUITMENT**
 - 3.1. Draft Timeline for City Administrator Recruitment**
 - 3.2. City Administrator Position Description**
- 4. ADJOURN WORK SESSION MEETING**

The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823.

Agenda prepared and distributed July 1, 2025

City of Condon Executive Recruitment | City Administrator

Tentative Project Timeline

Start Date: July 1, 2025 (subject to refinement as we move forward)

Phase I: Preparation & Development – July

- Confirm project parameters (e.g., comparator agencies, scope, outreach strategy)
- Kick-off meeting with City staff

Phase II: Advertising & Solicitation – August

- Finalize and post recruitment materials
- Launch outreach

Phase III: Applicant Screening – September to Early October

- Screen applicants, coordinate interviews, and support panel facilitation

Phase IV: Offer Process – Late October

- Facilitate finalist offer and candidate communications

Final Reporting – November

- Submit final recruitment summary and documentation
- Goal: New hire in place by mid-November 2025 to mid-December 2025

CITY ADMINISTRATOR POSITION DESCRIPTION

Department:	Administration
Accountable to:	Council
Supervises:	Public Works Superintendent & Administrative Assistant
FLSA Status:	Exempt
Adopted:	March 6, 2024

General Position Summary

The City Administrator is under the general direction of the City Council that implements policy as established by them through policy and the City Charter. Administers, plans, and directs the overall operations and functions of the City; oversees and/or performs work relating to the maintenance of official city records, financial management, budgeting, planning; performs related work as required.

Classification Summary

The primary function of an employee in this class is to provide leadership, policy guidance to department heads and carry out the vision, goals, and priorities of the City Council. The City Administrator assisted elected officials in establishing policy and long-term goals, ensures the financial security of tax dollars and monitors the overall fiscal activity of the City; builds strong community relations and develops relations with local, state, and federal officials; and ensures City's work environment is responsive, respectful and innovative; and ensures city employees are held accountable for quality services.

Essential Functions

This position may not include all of the duties listed nor do the listed examples include all tasks.

- Manages the day-to-day operations and internal affairs of the City as the administrative head of the City government.
- Attending city council meetings which include committee meetings.
- Maintain electronic council meeting packets and maintain minutes, agendas, resolutions, ordinance, correspondence for council, budget, planning commission and committee meetings.
- Develops policies, procedures, and processes as needed to implement the decisions of the City Council.
- Performs and directs research on issues, policies and political developments; advises the appraises the City Council to keep them effectively informed.
- Recommends executive, administrative and legislative actions to the City Council.
- Prepares and administers the City's budget in coordination with department heads; develops financial projections; recommends budgetary modifications; and monitors overall fiscal activity of the City.

- Maintain computerized accounting systems that include utility billing, accounts receivables, accounts payable and general ledger.
- Prepare and complete payroll functions with accountings systems and prepare necessary reports.
- Prepare and oversee City planning department functions. Schedule meetings, process applications and coordinate with planning consultant.
- Performs supervisory role of administrative staff and department heads.
- Oversee City election process in accordance with local and state laws and City Charter.
- Meets with businesses, and local, state and federal entities to maintain positive relationship in cooperating projects, grant submittals and economic development.
- Attends meetings and represents the City in various community organization groups explaining city issues and projects and encourages citizen participation and support.

Specific Job Skills

Knowledge and Skills

- Municipal government operations relating to staffing, budget and program execution.
- Familiar with accounting terms and processes.
- Political processes at all levels of government.
- Federal, state and local laws impacting local government operations.
- Various revenue sources are available to local governments including state, and federal sources.
- Budget and fiscal oversight.
- Effective leadership methods and supervisory and evaluation skills.
- Facilitation and partnership building.
- Operation of a personal computer and job-related software applications.
- English grammar and punctuation.

Abilities

- Supervise, lead, direct and evaluate the cities activities of City departments to ensure achievement of City goals and priorities.
- Plan, implement and oversee programs of departmental operations and activities.
- Lead and work in a team environment under stressful situations.
- Inspire confidence in citizens, staff and the City Council to achieve the City's goals and objectives.
- Balance conflicting political goals and direction with an outcome of positive achievements for the organization.
- Analyze a variety of financial problems and make recommendations.
- Coordinate a variety of intra-governmental administrative matters.
- Interpret laws, ordinances and regulations common to municipal organizations.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Performs a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

- Operate a personal computer using program applications appropriate to assigned duties. Communicate effectively and establish and maintain working relationships with other City employees, the public, elected officials, community leaders and other interested affected parties.

Education, Certification & Experience

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

- Bachelor's degree in public administration, business administration, accounting, planning or a related field is required and five (5) years of experience in city management or related experience required.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Additional Requirements

- Valid Oregon Drivers License or one obtained within three (3) months of date of hire.
- Must have an acceptable driving record.
- Use of personal vehicle for city business will be prohibited if the employee does not have personal insurance coverage.

Working conditions

Work in this position is typically performed in an office environment. Typically requiring reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Also may require periods of sitting with attention to a computer keyboard, light lifting up to 30 pounds, reaching for files, accuracy in recording information and frequent interruptions of work may be experienced by others seeing information in person or by phone or by changes in the office. On occasion may deal with distraught or difficult individuals.

Tools, Tasks & Technology

Materials and equipment used include, but not limited to:

Computer, mouse/trackball, ten key/calculator, copier, fax machine, scanner, email, telephone and office supplies.

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodations, which permits the employee to comprehend written work instructions and to review, evaluate and prepare a variety of written documents and materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment.

- Sufficient and personal mobility, flexibility, agility, and physical reflexes with or without reasonable accommodation, which permits the employee to work in an office environment and make presentations to large and small groups.

Signature: _____

Date: _____

Attest: _____

Date: _____

Revised March 6, 2024