



Date: 12/31/2016 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 3.1.A City Staff Roles & Responsibilities

- Mayor/City Council (7 members)
 - The Mayor and Council are elected positions. They meet bi-monthly on Tuesdays at City Hall. These meetings are open to the public; agendas are available through the Public Affairs or City Manager's office.

- The City Manager is hired to direct operations in the City and takes direction from the Mayor and City Council. The City Manager's Office consists of the following positions:
 - City Manager, Assistant City Manager and Deputy City Manager
 - The **City Recorder**, as the Clerk of the Council prepares and distributes the council agenda; maintains a calendar of pending issues and events; functions as the elections Officer and coordinates Mayor and Council elections as well as city-wide measures, also maintains the legislative history and documents from other departments for retention.
 - The Deputy City Recorder provides support to the City Recorder and Council.
 - The Citizen Information Coordinator creates and oversees the production of the City newsletter Hello LO; develops ads, brochures and flyers.
 - The staff answer concerns about neighborhood problems or city services.
 - The staff may refer issues to dispute resolution.

- City Attorney – This department handles all legal matters for the City.
 - This department consists of the City Attorney and two Deputy City Attorneys (one of which is the Prosecutor) a Legal Assistant and a Legal Secretary.
 - Both the City Attorney and Deputy City Attorney are very approachable and offer a great resource for "sticky" questions; anything legal that can/will or may impact the City.

- Planning - This department consists of the Planning Director and an Administrative Assistant. Also included are the Development Review Divisions and the Long Range Division.
 - **Development Review Division** includes Administrative Support, Senior Planner, Associate Planners, a Senior Code Enforcement and a Code Enforcement Specialist and Assistant, and Assistant Planner.
 - The planners approve and assist with signage rules and regulations, and temporary sign permits.



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- Code enforcement reviews situations that violate City code, such as; tree removal and temporary sign placement.
- **Long Range Division** includes Administrative Support, Senior Planner, and Associate Planners.
- Building - This department conducts inspections to ensure safety standards for structures in our community.
 - This department consists of a Building Official, Plans Examiners, Electrical Inspectors, Structural/mechanical Inspectors, Plumbing/Mechanical Inspectors and Permit Technicians.
- Engineering – The primary responsibilities of this department include design, construction, safety and maintenance of the City’s infrastructure including streets, pathways, drinking water, surface water, sanitary sewers and bridges.
 - The **Administration** includes the City Engineer, Administrative Assistant, Administrative Support, Principal Traffic Engineer and an Assistant City Engineer.
 - The **Engineering Planning Services** includes the Engineering Project Supervisor, Engineering technicians, a Traffic Engineering Technician, GIS Supervisor, GIS Analyst, an Erosion Control Specialist, Water Quality Program coordinator and a Water Conservation Specialist.
 - The **Engineering Construction Services** include Associates Engineers, and Engineering Technicians.
- Finance - This department handles all budget process and money related matters of the City. Responsibilities include bonds, budgets, taxes, payroll, accounts payable and receivable, passport, business and dog licenses and utility billing and payment.
 - Finance includes the Payroll Administrator who is available to answer all questions relating to payroll, hours worked, ADP timecard reporting, deductions, vacation and sick time etc.
 - Accounts Payable is who you send purchase orders and invoices for payment.
 - Finance accepts passport applications, takes photos and forwards to the U.S. Passport Service.
- Fire – The Fire Department provides emergency response to over 50,000 citizens in Lake Oswego and 3 adjoining contract districts: Lake Grove Rural Fire Dept., Riverdale/Dunthorpe Fire District and Alto Park Water District. Emergency services include fire suppression, emergency medical response, hospital ambulance transportation, water & dive rescue, technical rescue operation, hazardous material incidents and disaster response.



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PARKS & RECREATION

- This department includes the Fire Chief, Fire Marshalls, Battalion Chiefs, Deputy Fire Marshalls, Emergency Services Coordinator, and Office Manager and Administrative Support.
- Fire safety questions and concerns can be directed to the Fire Marshall or Deputy Fire Marshalls.
- For participation in City events or programs contact the Office Manager or Administrative Support as they do the scheduling (and do all the leg work for you).
- Human Resources –
 - The Human Resources Director is also the Assistant City Manager, who is assisted by a Human Resource Analysts and an HR/Payroll Specialist.
 - Hiring, terminations, personnel policies, work related questions and concerns can always be directed to this office.
- IT – Information Technology
 - IT Department includes a Chief Technology Officer, Network Administrators, Network Engineers, and Computer Analysts. For all computer and phone related issues you can contact IT Support at ITSupport@ci.oswego.or.us. The Network Administrator can help with questions and moves (computers, phones etc.).
 - IT has staff available who answer all Tyler and INCODE questions and/or provide training. Tyler is the City's budget software and INCODE is used by departments for permitting.
 - Mail & Copy Services is also handled by this department. The Mail & Copy Services staff are available for mailing and printing needs. They will also assist if you need special paper, binding, folding or extra mail services. Staff will also assist with laminating needs that cannot be completed at the Parks & Recreation Office, if time and work load allow.
- Library – This department provides over a quarter-million titles that include an array of materials for all ages, such as books, including best sellers and large print titles, magazines, newspapers, audio books, music and computer software
 - The Library has a Director, a Circulation Manager, Youth Services Manager, Reference and Adult Services Manager, Administrative Assistant and a Volunteer and Special Events Coordinator.
 - If questions arise that involve the library, the Administrative Assistant can answer and/or direct you to the appropriate person.
 - The Parks & Recreation Department works with the Volunteer and Special Events Coordinator, who also leads the "Lake Oswego Reads" program each year.



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- Police Dept. – The Police Department provides patrol, traffic investigation, community services, education and dispatch.
 - The Department consists of a Chief of Police, Captain, Administrative Assistant, Administrative staff in Police Records, Detectives, Patrol Officers, Traffic Officers, K9 Officers, Training Officers and Community Service Officers.
 - Police Officers & Community Service Officers are willing supporters for various events and programs; they will help with organization, traffic direction and parking if needed. You can contact the Administrative Assistant to put you in touch with the correct person.

- LOCOM/Dispatch – Lake Oswego Communications (part of the Police Department)
 - Includes the Communication Manager and 911 operators.
 - For emergencies in Lake Oswego the most efficient way to get help quickly is to call LOCOM. If you dial 911 first, they route it to our City Dispatch Center.
 - You can also call LOCOM if you accidentally trigger the alarm (At WEB or City Hall).
 - For non-emergency police assistance, call 503-635-0238.

- Municipal Court – Clerks can answer questions about court schedule, bail amounts and other administrative matters.
 - This department consists of the Court Supervisor, two Court Clerks and a Judge. Court is held on Wednesdays at City Hall.

- Public Works ensure that the City’s basic urban services, including water, sanitary sewer and storm drainage systems are maintained. The department is also responsible for parks and street maintenance, including pothole repairs.
 - The Maintenance Department consists of the Director of Public Works, Superintendents in the following divisions: Streets Waste Water and Water. Other persons/classifications in the Maintenance Department include Maintenance Field Services Managers, Management Analysts, Electrician, and City Beautification Specialist.

Responsibility/Contacts: Administrative Assistant