



Date: 06/30/2016 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 06/30/2025

Title of Document: 4.4 LOPR_Chief Administrator

The City Charter defines the powers of the City Chief Administrator

Chapter V POWERS AND DUTIES OF OFFICERS, Section 20. City Manager.

A. The City Manager shall be chosen on the basis of administrative qualifications and may not have served as a member of the Lake Oswego City Council within one year immediately preceding the date of appointment. The Manager may not receive compensation for a period more than six months after leaving the office.

B. The City Manager:

1. Is the full time chief administrative officer of the City and shall be responsible to the Council for the proper administration of those City affairs over which he or she is charged with responsibility pursuant to this Charter;
2. Shall appoint, remove, discipline and supervise all employees of the City in a manner consistent with the City personnel system, except as otherwise provided by this Charter;
3. Shall annually prepare and submit a proposed City budget for the ensuing fiscal year and properly administer the budget as adopted;
4. Shall keep the Council advised of the financial condition and needs of the City;
5. Shall make recommendations to the Council concerning the affairs of the City;
6. Shall, after authorization from the Council, conduct all aspects of real property transactions on behalf of the City;
7. Shall act as the purchasing agent for the City;
8. Shall provide for enforcement of all City laws and regulations;
9. Shall perform other duties consistent with this Charter and required by the Council; and
10. Shall engage in no incompatible business or occupation.



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C. The Manager is entitled to sit with the Council but has no vote on questions before it. The Manager may take part in all Council discussions.

D. In case of the Manager's unauthorized absence from the City, disability to act as Manager, discharge by the Council, or resignation, the Mayor, with advice and consent of the Councilors, shall appoint a City Manager Pro Tem, who shall possess the powers and duties of the City Manager. No City Manager Pro Tem, however, may appoint or remove a City employee except with the approval of a majority of the entire Council. No City Manager Pro Tem may hold his or her position as such for more than six months, and no appointment of a City Manager Pro Tem may be renewed.

E. No Council member may directly or indirectly, by suggestion, or otherwise, attempt to influence or coerce the Manager in the making of any appointment or the removal of any employee, in the purchase of supplies or to exact a promise relative to an appointment from any candidate for Manager. A violation of this Subsection forfeits the office of the offending Council member after a public hearing by the Council is held and the Council determines that a violation of this Subsection has taken place. Nothing in this Subsection, however, prohibits the Council in open session from fully and freely discussing with or suggesting to the Manager anything pertaining to City affairs or the interest of the City.

(Amended November 2, 1976; May 20, 1980.).

The current City Manager/Chief Administrator for the City is Martha Bennett. Selected by the Lake Oswego City Council, Ms. Bennett began as City Manager on August 19, 2019.

Prior to joining the City of Lake Oswego, Bennett was the Chief Operating Officer of Metro. Bennett brings over 25 years of solid local government experience. Her employment history includes the positions of City Administrator at the City of Ashland, Executive Director at the Columbia River Gorge Commission, and Assistant City Manager at the City of Milwaukie. Her educational achievements includes a Master of Public Policy from the Graduate School of Public Policy at the University of California at Berkeley, and a Bachelor of Arts degree at Willamette University where she majored in history and political science.

The Parks & Recreation Director Job Description defines the authority, duties, qualifications, skills and abilities of the Department Chief Administrator.

The Director/Chief Administrator for Lake Oswego Parks & Recreation (LOPR) is Ivan Anderholm. Mr. Anderholm was hired as the Assistant Parks and Recreation Director in October 2011 and was promoted to Director in October 2013. Prior to joining LOPR, Mr. Anderholm was the Parks and Recreation Director for the City of Hermiston, Oregon for 15 years where he



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created a department from scratch and partnered with the community to provide greater than \$10 million of renovated and new facilities and parks. Mr. Anderholm has a BS in Recreation Administration and Human Service Agency Management. He is also an Aquatic Facility Operator and a Certified Parks and Recreation Executive (CPRE) with National Recreation and Parks Association (NRPA) among other certifications in the field of parks and recreation.

Links to Sources

[Chapter V POWERS AND DUTIES OF OFFICERS, Section 20. City Manager.](#)

Related Documents

[Parks & Recreation Director Job Description](#)

[Director Resume](#)

Responsibility/Contacts: Director, Deputy Directors, Administrative Assistants