



GLADSTONE

Home of the Pow Wow Tree

OREGON

CITY ADMINISTRATOR

\$100,000 - \$135,000

Plus Excellent Benefits

Apply by

October 25, 2015

(open until filled)

***P*ROTHMAN**

WHY APPLY?



Located just eight miles south of Portland and nestled in the North End of the Willamette Valley, Gladstone, Oregon, offers easy access to the big city, while giving its residents the enjoyment of a city full of small town charm. Separated from its urban neighbors by a stretch of farmland and rolling hills, Gladstone residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Clackamas Rivers.

Gladstone is a diverse and vital community that welcomes families to make their roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you!

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THE COMMUNITY

Gladstone is nestled in the Northern part of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 4 square miles and a population of nearly 12,000 residents. Gladstone is centrally located along the west coast within a 3-hour drive of Seattle, Washington, and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.

Gladstone is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. Gladstone values its small town attributes and wants to build on and preserve them. The community takes great pride in its numerous annual events, including Easter egg hunts, ice cream socials, hot dog feeds, movies in the park, and the Gladstone Community Festival.

Having a river-based heritage, Gladstone's diverse businesses, vibrant neighborhoods, active community involvement, and award winning schools have together created a strong sense of community, where residents enjoy a relatively low cost of living when compared to the Portland metro area.

Meldrum Bar Park, just one of Gladstone's 16 parks, is used year-round by fishermen, and adds inviting beaches for swimmers and picnickers to use in the summer months.

Known for its innovation and advanced technology experiences across all grade levels, the Gladstone School District serves roughly 2,000 students enrolled in one elementary school, one middle school, and one high school, while boasting one of the best graduation rates in the state.

THE CITY

Mission

The city government of Gladstone provides active planning and implementation to support a high quality of life for our community.

Incorporated in 1911, the City of Gladstone operates as a Mayor-Council form of government. The Council consists of an elected Mayor and six City Councilors, with each Councilor serving for a term of four years. The City Administrator oversees all city departments and is assisted by the Assistant City Administrator. Departments include Administration, Police, Fire, Public Works, Library, Planning, Finance, Parks & Recreation, Senior Center, Municipal Court, Utilities, and Human Resources. The City employs 54 FTEs and has a total 2015-2016 adopted budget of \$23,645,201.

As a city, Gladstone prides itself on communicating and working cooperatively with citizens, using volunteers and citizen committees effectively, promoting good customer service, and building collaborations with federal, state, and county organizations to achieve its goals.

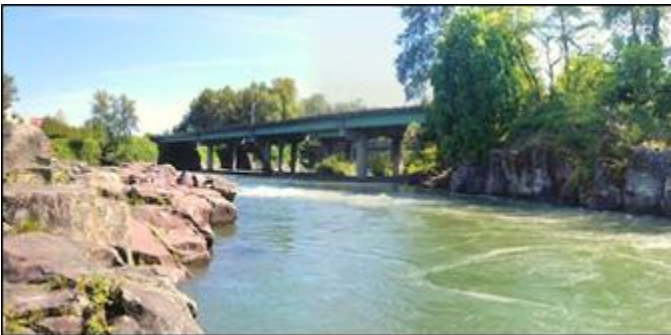


THE POSITION

The City Administrator plans, organizes, and directs the overall administrative activities and operations of the City in accordance with policies determined by the City Council.

Other responsibilities include:

- Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the city budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies.
- Provide management and oversight to the Economic Development and Urban Renewal Agency.
- Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects.
- Provide supervision and manage staff to ensure city goals and objectives are met. Hire or remove city employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another.
- Oversee the enforcement of all city ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions.



OPPORTUNITIES & CHALLENGES

New City Hall and Police Station

The City is currently going through the process of authorizing the construction of a new city hall and a new police station. These projects create an opportunity for the new City Administrator to leave his or her mark on the City of Gladstone for years to come.

New Library

Gladstone has authorized the building of a new library, with the project to begin this coming November. This creates the opportunity for the new City Administrator to be involved in the community from the day he or she begins the job.

New Management Teams

New team members, including a Fire Chief, Accounting Manager, and Public Works Director will be in place by the end of this year. With an abundance of new people and energy, Gladstone's City Administrator will have the opportunity to guide this team to success.

Capital Improvement Plan

A new Capital Improvement Plan is being created, with a focus on water and sanitary projects. With numerous new projects arising, the new City Administrator will have the challenging opportunity to forecast budgetary expenses for improving Gladstone.

THE IDEAL CANDIDATE

Gladstone is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing small cities. He/she must have a proven track record of responsible budget and financial management and must be politically astute with the ability to facilitate the council through complex processes. The Council is fairly new - five members are new with less than a year of experience. Communication with Council will be of the highest importance.

There will be many new members on the management team as there are currently three interim directors. The new City Administrator will be relied upon to serve as a mentor and must have the ability to foster a strong team environment. The successful candidate will have excellent organizational development skills, will delegate appropriately, and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture. The ideal candidate will be approachable by all citizens, staff and Council, and will communicate effectively. He/She will establish and maintain effective working relationships with other employees, the Mayor and Council, and the public.

Regional relationships are very important. The new City Administrator must have excellent skills at cooperating and sharing resources with neighboring agencies, cities, ports, and the county. A track record of building and maintaining regional relationships will be a plus.

Gladstone is primarily a residential community and the Council is seeking a manager who can give them a commitment of at least 5-7 years. The ideal candidate will be approachable, responsive, and down-to-earth, and must be able to embrace community involvement. Reaching out to citizens and inspiring more community involvement will be a high priority.

The City has several big projects in the next few years, including a new city hall, library and police station. Experience with capital projects and project management skills will be helpful. The ideal candidate will be collaborative yet can make the hard decisions when necessary. A strong sense of integrity, honesty, and professionalism is required.



EDUCATION & EXPERIENCE

A bachelor's degree from a four-year college or university in public administration, business management, or closely related field is required, and ten years of experience, with a minimum of five years of related experience as a city manager, assistant city manager, or exempt level department head, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A master's degree in a related field is preferred. A valid Oregon driver license or ability to obtain within six months is required. The Gladstone City Charter requires the City Administrator to establish residency within city limits within a reasonable amount of time.

COMPENSATION & BENEFITS

- **\$100,000 - \$135,000 DOQ**
- 9 Holidays
- Paid Vacation Accrual
- Paid Sick Leave Accrual
- Medical, Dental, Vision
- \$10,000 Life Insurance
- Long Term Disability, AD&D
- 457 Deferred compensation plan
- Flexible Spending Account
- Participation in Oregon PERS/OPSRP retirement plan
- Supplemental employee, spouse or dependent life insurance

www.ci.gladstone.or.us

The City of Gladstone is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 2015** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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