

# City of Oregon City

## Draft Standards, Criteria and Policy Directives November 2015 City Manager Profile

### **General Roles and Responsibilities**

The position of City Manager of Oregon City is established in the City Charter. The City Manager is hired by and serves at the pleasure of the Mayor and 4-member City Commission. The City Manager assists the Mayor and Commission in the development of city policies and carries out policies established by ordinances resolutions and general directions approved by the Commission. The City Manager serves as the Chief Executive Officer of the City.

### **Background Requirements**

**Education.** The City Manager is required to have a Bachelor's Degree from an accredited college or university in Public Administration or related field. A Master's degree is a plus. Any satisfactory combination of practical experience (beyond that required for initial qualification) and education will be considered if the candidate is able to demonstrate he or she can satisfactorily perform the job functions.

**Experience.** The position requires at least five years experience with a successful record of accomplishment in local government or business management (including supervision of employees). Progressive management responsibilities would ideally include positions such as City Manager/Manager, Assistant Manager, Finance Director, Public Works Director, other department head or equivalent. CEO level municipal experience is preferred.

### **Skills and Performance Standards**

**Administrative/Management Abilities.** The City Manager must be able to establish and maintain positive and cooperative working relationships with City Commissions, intergovernmental partners, other elected officials, citizens, department heads and other city officials and employees. He or she must be an ethical team leader who can hire the right people and develop a team that works effectively by building consensus. He/She will not be a micro-manager, but someone who can lead staff to make things happen, who can get projects organized and provide effective supervision. The Manager must know municipal government organization, powers, functions and relationships. The Manager must be a collaborative leader who is able to make executive decisions. Excellent written and verbal communication skills are essential. The City Manager must have experience in and be able to manage and oversee all city operations including: budgeting and finance; planning and land use; city utilities; public safety; emergency management; public works; and all other city departments and services. The Manager also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise

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agreements and leases. He/she must understand public purchasing and contracting requirements, as the Manager acts as the city's purchasing agent and signs all requisitions on city accounts. The Manager should have experience with managing projects.

*Budget/Finance.* The City Manager will work closely with the Finance Director and other Department heads in the development of the City budget. The successful candidate will have a working knowledge of Oregon's budget laws and will be able to deal creatively with declining revenues and limited resources. The City Manager needs to understand the components of successful economic development, particularly working in concert with local Community Development agencies. Oregon City is a full service city and as such, has city utilities. The Manager must have the skills and knowledge to oversee the finances of these utilities to assure that the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges. Additionally, the City Manager needs to understand the components of successful economic and business development, particularly working in concert with the other local stakeholders.

*Personnel/Human Resources.* The City Manager exercises control and general supervision over all city employees. He/she must know and apply the principles of personnel management, assigning and supervising the work of others, including department heads. The candidate must understand and be able to work within federal and state employment laws and must have knowledge in the area of collective bargaining. He or she must be able to work productively with both represented and management employees.

*Community Relations.* It is important that the City Manager have a record of accomplishment in community involvement and active participation in the community. The City Manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions. The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the City and all elective and appointed officials to maintain the highest possible standards of public service. The City Manager must have the desire and ability to work closely with community groups and organizations. The Manager will exhibit leadership and serve as a model for other City employees.

*Commission Relations.* The Mayor and City Commission expect to have open, honest and direct communication with the City Manager. The City Manager is expected to provide ongoing regular communication to the Commission on the

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needs and affairs of the City, including information about city department activities. The City Manager will need to provide the Commission with complete information on policy options for matters requiring a decision, in order to allow the Commission to make informed decisions. An open door policy is expected for citizens, Commissioners, department heads and employees to have easy access to the City Manager. The Commission is looking for someone who can work effectively with the Commission to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures, board policy development and equal access to information by all Commissioners will be necessary for a candidate to be successful in this position.

*Intergovernmental Relations.* It is important that the City Manager is able to forge good working relationships with a wide variety of other local governments and state agencies, including South Fork Water Board, the Fire District, the School District, the County, METRO, the Sewer District and other local governments in the area. The Manager will participate and be significantly involved in Oregon City's economic development efforts. The City Manager will be responsible for keeping the Commission informed about intergovernmental relations and issues involving the City.

*Innovation and Major Achievements/Miscellaneous.* The City Manager needs to be able to help develop a future vision for the City of Oregon City. The Manager will have the ability to foster productive, trusting relationships with city department heads and staff in order to promote teamwork. An understanding of urban renewal districts and tax increment financing (Oregon City has an Urban Renewal District) is vital. An awareness and knowledge of the principles, methods and practices of development, including downtown development/redevelopment and industrial development are essential. Oregon City participates in the Oregon Main Street program and experience with this area will be useful. The Commission is looking for someone who is interested in and will keep the Commission informed on statewide issues affecting cities. Membership in and participation in professional organizations will be encouraged. The Commission is looking for someone who is creative, and who can work with the Commission to identify areas for improvement and help implement governmental best practices.

The City Commission is looking for someone who can work on the City's behalf as a partner with the business community. A Manager who can encourage community involvement and foster volunteerism in the community is important.

The City (population 33,760) occupies a territory of approximately 9.2 square miles. Interstate 205 and state Highways 99E and 213 provide links to Portland,

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Salem, Molalla, and Southwest Clackamas County.

The City of Oregon City has approximately 230 full time and part time employees who serve the over 33,700 population of the City of Oregon City. Each Department has specific duties to meet the needs of the community. Oregon City provides a variety of services including Parks, Cemeteries, Swim Center, Streets, Wastewater, Library, Police, Urban Renewal, Planning and Development.