

RESOLUTION NO. 22 FOR 2016

RESOLUTION ADOPTING THE POSITION PROFILE AS THE STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN HIRING A CITY MANAGER AND ALLOWING FOR PUBLIC COMMENT

WHEREAS, the City Manager position is currently vacant; and

WHEREAS, the City Council may need to conduct one or more executive sessions to consider candidates for the position of City Manager; and

WHEREAS, pursuant to ORS 192.660(2) (a) it is permissible to conduct an executive session to consider employment of a chief executive officer but there are prerequisites; and

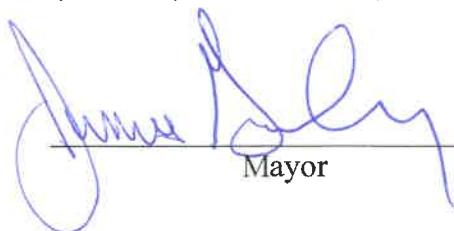
WHEREAS, the central requirement is that, prior to conducting any executive session on the matter, there must be an opportunity for public comment on the employment of a City Manager and the standards, criteria and policy directives to be used in the hiring process;

NOW, THEREFORE THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

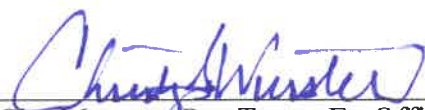
The position profile, attached as Exhibit A, is adopted as the standards, criteria and policy directives to be used by the City Council in the hiring of a new City Manager.

This Resolution shall be effective immediately upon its passage.

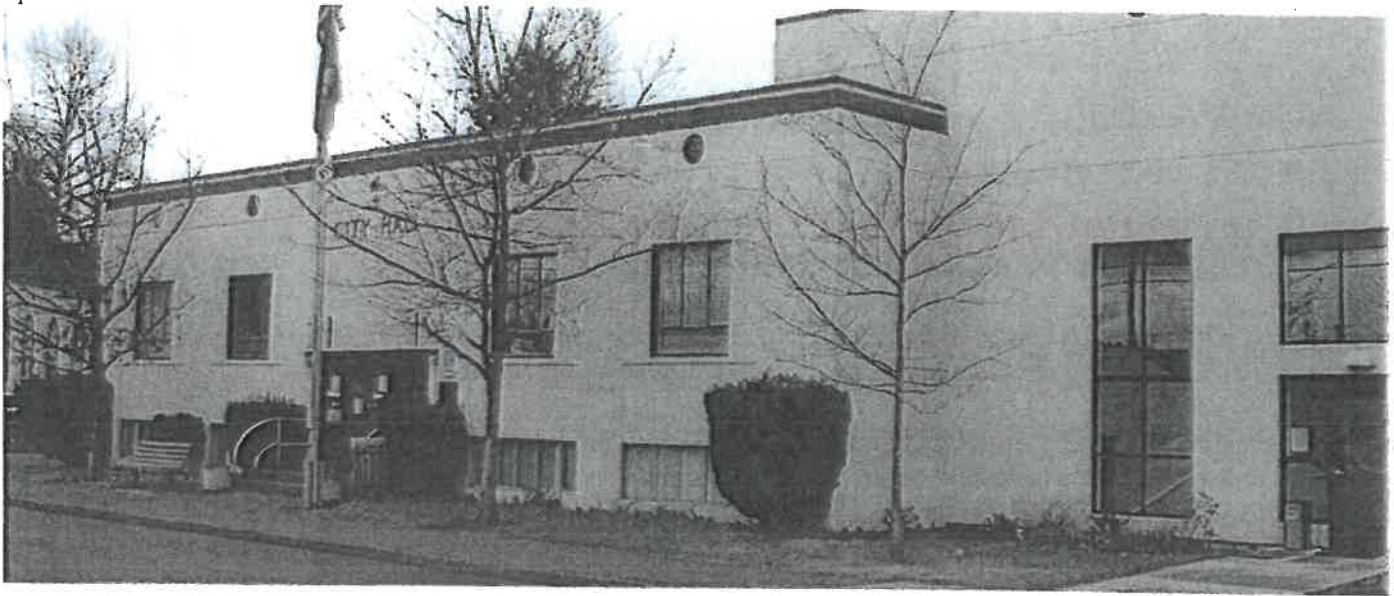
PASSED by the City Council and approved by the Mayor this 23rd day of August, 2016.



Mayor



City Manager Pro-Tem – Ex Officio City Recorder



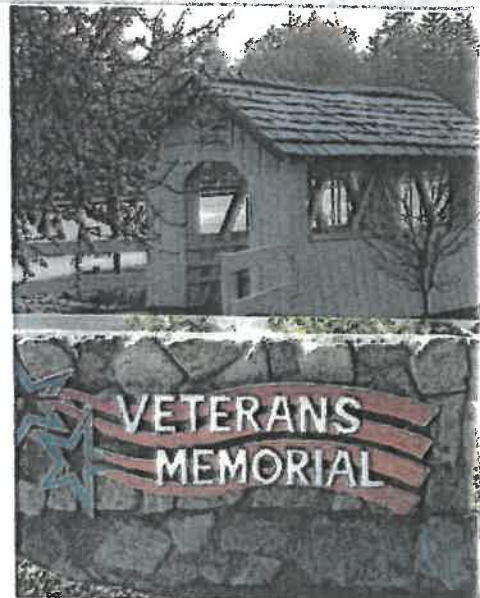
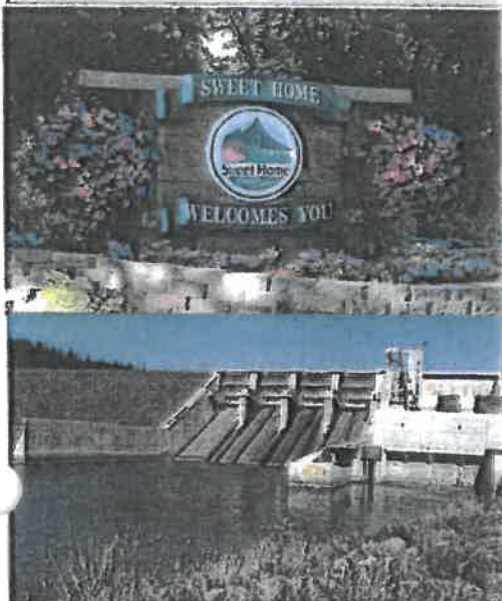
CITY MANAGER

City of Sweet Home, Oregon

Application Packet

HIRING RANGE: Up to \$8,500 monthly (Effective July 1, 2016)

CLOSING DATE: Friday, August 12, 2016 @ 5:00 pm





City Manager

City of Sweet Home, OR

City Manager Position

The City of Sweet Home has a City Manager/Council form of government. The City Manager serves as the administrative head of the city government and is directly responsible to the Mayor and City Council consisting of a total of seven (7) members. The position also serves as the purchasing agent for all departments of the city and serves as the city recorder.

Per City Charter the powers and duties of the manager are:

(1) To see that all ordinances are enforced; (2) To appoint all heads of departments and other city officers and employees, and remove them at pleasure, and to have general supervision and control over them; (3) To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are fully observed; (4) To attend all meetings of the council unless excused therefrom by three councilors or by the mayor; (5) To act as the purchasing agent for all departments of the city; (6) To examine or cause to be examined without notice, the official conduct of any officer, assistant, deputy, clerk or employee in any of the departments of city government, except councilors; (7) To keep the council advised to the needs of the city; (8) To prepare and submit to the budget com-

mittee the annual budget estimate and such reports as may be required by that body; (9) To submit to the council an annual report of all departments of the city and other reports as the council may require; (10) To prepare or cause to be prepared plans and specification for work coming under his/her supervision which the councilor orders, and to provide such plans and specification in sufficient number and in ample time to give full opportunity for all contracts who desire to bid thereon to do so; (11) To have control, subject to such ordinances as may from time to time be adopted, for all public utilities owned or operated by the city; (12) To have general supervision over all city property and its use by the public or city employees; (13) To appoint such advisory boards as he/she may deem desirable to advise on, assist him/her in his/her work; but the members of such boards will receive no compensation as such board members, (to perform such other duties as may be required by the charter or as the council may require of him/her; (15) From time to time organize the work of the departments under his/her control, to assign or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the city.



City Manager

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The fiscal 2016-17 budget is \$20 million and there are 62 employees.

The City

The City of Sweet Home is located at the East end of Linn County, Oregon. Called the "Gateway to the Santiam Playground", the City of Sweet Home lies at the foot of the Cascade Mountains next to the pristine Santiam River and close to Foster and Green Peter Reservoirs. Located in the Mid-Willamette Valley, Sweet Home offers close proximity to major urban areas for commuters and shoppers: Portland is 100 miles, Salem is 50 miles, Eugene is 50 miles and Albany 25 miles. Home to a population of approximately 9,000 residents, Sweet Home is small yet forward thinking. The city encompasses approximately 6.5 square miles and is known for its

beauty and scenic recreational opportunities. It is home of the Oregon Jamboree, a three-day country music and camping festival.

Sweet Home offers a unique and very livable location for families who prefer the small town lifestyle. Its service areas include Administration, Finance, Municipal Court, Parks, Community Development, Building Inspection, Police, Dispatch, Library, and Water, Wastewater, and Storm utilities. Fire and Emergency Services are offered through the Sweet Home Fire and Ambulance District.

The fiscal 2016-17 budget is \$20 million and there are 62 employees with two organized labor unions.

The Community

Schools - Sweet Home is served by the Sweet Home School District. The district includes Sweet Home High School, a junior high school and four elementary schools. Linn-Benton Community College operates a branch campus in Sweet Home.

Employers - Other major employers in Sweet Home include White's Electronics, a metal detector manufacturer; Cascade Timber Consulting, a timber investment management organization; Ti Squared Technologies, a titanium casting foundry; Weyerhaeuser; the United States Forest Service; McCool Millworks; Radiator Supply House and the Sweet Home School District.

Challenges and Opportunities

Sweet Home's historical roots lie deep in the timber industry. As environmental issues reduced the harvesting of timber on government and private lands during the 1980's Sweet Home experienced a major decline in population and industry. While some employment has recovered with

the improved economy, Sweet Home is seeking additional opportunities to attract employers who can provide local jobs to its residents.

The City Council and citizens of Sweet Home look forward to additional park development and improvements to existing parks, a strategic planning exercise, economic devel-

opment opportunities, potential renovation and relocation of City Hall, expansion of the trail systems, wastewater treatment facility upgrades, and continuation of its unique attributes and livability. The community welcomes new opportunities to enhance recreational opportunities, jobs, and health care facilities while maintaining the livability and unique qualities a small town provides.

Ideal Candidate

Community and economic development are high priorities for the city and a Manager with experience and drive to focus on this aspect will excel in this position. Candidates with broad municipal experience are being sought. Individuals should have an understanding of financial management, land use, and administration with emphasis in economic

development. Applicants shall also have an interest in technology improvements, transparency and communication with the public, and a desire to assist in the vision for land use and strategic planning, while being prepared to execute the work.

The previous City Manager held this position for 18

years. The City Council has an interest in refining policies and processes.

A Bachelor's degree in Public Administration, Business Administration, or a related field is required. A Master's degree is preferred. The City Manager must be bondable in accordance with the City Charter.

Residency is encouraged but not required.

Personal and Professional Traits

- Team builder, who mentors staff and believes in building staff capabilities
- Person who understands and enjoys working with a variety of different personalities
- Fair in approach to decision making, yet willing to stand firm and demand accountability when necessary
- Visible leader who also understands their role to accomplish the goals and priorities of the City Council
- Knowledge and willingness to work to attract business and investment opportunities
- Ethical with high moral standards
- Self-starter and willing to be involved in completion of the work
- Approachable style with strong public relations skills
- Understands the role of the City Council and a professional City Manager
- Ability to wear "many hats"

Compensation

The City offers an attractive benefits package including:

- Medical, dental and vision insurance (currently 95 percent employer paid)
- Life insurance
- Long-term disability
- Management Leave - 10 days per year
- City paid holidays - 11 days per year
- Sick Leave - 8 hours monthly
- Generous retirement benefits





Contact Information

All inquiries relating to the application and the selection process should be directed to the City of Sweet Home City Manager's Office.

City Manager's Office

1140 12th Avenue
Sweet Home, OR 97386
Phone: (541) 367.8969

Christy Wurster, City Manager Pro Tem
shcitymanager@ci.sweet-home.or.us

Julie Fisher, Administrative Assistant
jfisher@ci.sweet-home.or.us

Visit the City of Sweet Home's website at www.ci.sweet-home.or.us for a full job description and application materials.

We're on the web!
www.ci.sweet-home.or.us

Application and Selection Process

The application deadline is Friday, August 12, 2016 at 5:00pm. To be considered, please submit a city application, cover letter, resume with salary history, five (5) professional references and applicable veteran's preference forms to: City Manager Recruitment c/o Human Resources 1400 Queen Avenue SE #201, Albany, OR 97321.

The application is available on the city's website at ci.sweet-home.or.us

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews or telephone interviews. References will be contacted only following candidate approval.

The City of Sweet Home is an Equal Opportunity Employer

Veterans Preference: under Oregon law, veterans who meet the minimum qualification for a position may be eligible for employment preference.

