

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

*In the matter of a resolution
adopting criteria, standards,
and policy directives for the
hiring of a city manager*)
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Resolution No. 00-R-681

WHEREAS, the Brookings City Council, in hiring a city manager, will do so in an organized, public and logical manner, and

WHEREAS, the City Council desires to adopt regularized procedures for the hiring of a City manager, and

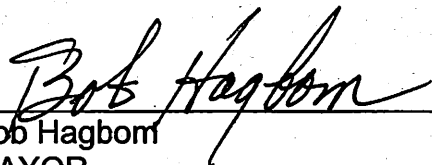
WHEREAS, the City Council held a special council meeting May 15, 2000, and heard testimony from the public regarding this matter, and

WHEREAS, the Council desires to adopt the following Criteria, Standards, Policy Directives, Recruitment Profile and Timeline (attached as Exhibit "A") for this position.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT:

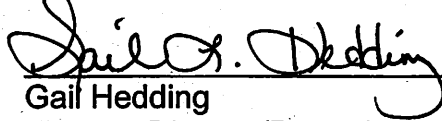
The aforementioned Criteria, Standards, Policy Directives, Recruitment Profile and Timeline are hereby adopted.

12th **PASSED** by the Brookings Common Council and signed by the Mayor this day of June, 2000.



Bob Hagbom
MAYOR

ATTEST:



Gail Hedding
Finance Director/Recorder

Exhibit "A"

CRITERIA, STANDARDS AND POLICY DIRECTIVES

General Statement of Job Functions: The Brookings City Manager is responsible for the effective and efficient administration of the City, including direct or indirect supervision of all employees, with the exception of the Municipal Judge, City Recorder and City Attorney. The position's specific duties, responsibilities and authorities are outlined in the City Charter and further defined by ordinance. The City Manager acts as purchasing agent and personnel director for the City. The City Manager serves at the pleasure of the Mayor and Council and is held accountable for achieving policies, goals and objections established by the Council.

Education and Experience: A Bachelor's degree in public administration or a related field and five years of municipal management experience are desired. Experience in economic development strategics, public works projects, budgeting, and land use planning is desired. Management experience in Oregon and some background in a small rural community setting would be beneficial.

Additional Criteria: The City Manager must establish residency in the City within six months of appointment. Prior to employment, the candidate will be required to have a drug screen and physical exam. Although the work hours for the position are 8:00 a.m. to 5:00 p.m., the City Manager is expected to attend various City meetings and functions outside of normal work hours. General computer skills are desired. The City of Brookings is seeking a candidate who will commit themselves to living in the community for an extended period of time.

Public Input: The City Council held a public hearing on May 5, 2000, for the purpose of receiving public input into the employment of a City Manager. The Council and the community identified several personal attributes for the City Manager position. A candidate should have strong ethical standards such as honesty and integrity. Consideration will be given to candidates who have demonstrated an ability to work closely with community members. A candidate should be open minded, be a team player, and have the capacity to create and articulate a vision for the community. An independent, self starter is desired.

Several "intangible" characteristics or personal attributes were also discussed at the meeting. They include: humor and someone who can think and work "outside the box". The successful candidate should be someone who has the ability to separate professional viewpoints from personal feelings. The person must be available and visible to staff at all levels and be a consensus builder.

Personnel Management: The ability to be an effective communicator is critical. A candidate should possess strong workforce management skills and have the ability to deal with problems in a creative manner. The City seeks someone who has demonstrated the ability to guide and motivate an excellent staff. The successful candidate should be able to act as mentor to the staff and provide team building skills

and leadership. The City Manager must be someone who can listen to the staff and then articulate common goals. Being available and visible to staff at all levels is important. Understanding both labor and management positions as a backdrop to labor negotiations is desired.

Administrative Talents: Demonstrated prior performance in managing a full scope of municipal government services is a must. Having a capacity for vision and seeing the "big picture" as well as having a general knowledge of issues/operations affecting the City is desired. The successful candidate should have a solid understanding of the following: public works functions, including funding mechanisms; budgeting laws and processes; grant identification and application preparation; land use planning; downtown redevelopment; personnel management and management of parks and recreation programs (with a special emphasis on youth activities). Long range planning skills, such as seeking interim financing to assist in economic ventures, is needed.

The City Manager must be comfortable with an open door policy and treat everyone equally regardless of the issue or status of the person approaching city hall. In dealing with the Council, the population at large and City staff, the successful candidate must be able to demonstrate the ability to listen to, understand and convey ideas. The candidate must be able to think systematically and understand the interplay that exists between various interests.

The City Manager must be someone who can demonstrate fiscal astuteness with budgets and grants and have an appreciation for the importance of economic development efforts within the community of Brookings.

Council Relations: The successful candidate must have the ability to assist the Council, and other public boards and commissions, in the development of short and long range goals. The person should be able to deal with Council members in a tactful, straightforward and friendly manner. The ability to say what is on one's mind and give the council his/her ideas for consideration is desired. The candidate should be able to discuss both sides of an issue affecting the City and give options and recommendations to the Council. Once given direction by the Council, he/she should demonstrate a willingness to carry out the Council's direction. The candidate should possess the ability to analyze data and prepare materials for the Council. He/she must be able to review contracts, agreements, resolutions and ordinances.

External Contacts: Strong attention will be given to candidates who can work well with the community at large. An example of the need for this can be seen in a review of the 1995 Brookings - Harbor *Strategic Goals for Community and Economic Development*. The Community Vision Overview section of that document states in part: "The community...blends a thriving economy with a quality of life that is truly outstanding.....The effects of steady growth in the Brookings-Harbor area have been moderated by thoughtful planning that takes into account the carrying capacity of local resources, the demand for public services, and the public's willingness to pay for those services." The City Manager must possess the ability and talent to move forward with this vision. The candidate must display the ability to collaborate and cooperate with others. He/she should be able to seek and initiate coalitions and partnerships including

the business community and business volunteers. Past demonstration of the person's interest in community affairs, events and functions, both on and off the job is needed. The person must be someone who responds to citizen complaints, inquiries, or problems with fairness and in a courteous, timely manner.

Numerous intergovernmental relationships exist with Brookings. These include: the school district, special districts, the County, other cities, state agencies such as ODOT (transportation), wildlife and fisheries (ODF&W), and federal entities such as the Army Corp of Engineers and National Marine Fisheries. Therefore, collaborative skills and the ability to sit with decision makers and give meaningful input during discussions is needed. The ability to adapt to and work within varied political and social environments is needed. A person who lives in the community and feels a part of the community is essential. Previous experience working in a retirement community and community which has a strong tourist industry would be useful.

RECRUITMENT PROFILE

General Statement of Duties:

The City Manager is the chief administrative officer and head of the administrative branch of the City of Brookings.

Distinguishing Features of the Classification:

The City Manager, acting as the chief administrative officer and head of the administrative branch of the City, shall have control and general supervision over all city employees and all appointive City officers unless specifically excluded herein. The City Manager operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council.

Supervision Received:

Works under the general supervision of the City Council.

Supervision Exercised:

The City Manager is responsible for delegating the assignment and evaluating the work for all City employees. All Department and Division heads report to this position and are under its general supervision. The City Manager directly supervises the Administrative Secretary position.

The City Manager shall supervise the departments to the end of attaining the utmost efficiency in each of them. Therefore, the City Manager shall have the power to employ, discipline, dismiss, or transfer an employee from one department to another, pursuant to the personnel rules adopted by the City Council; providing, however, that any department head dismissed by the City Manager may appeal that dismissal to the City Council, and that prior notification of such action must be given to the City Council.

Specific Exclusions to City Manager's Authority:

The City Manager shall not impinge on the City Attorney's ethical obligations to the City Council; shall have no control over the judicial activities of the Municipal Judge; and shall have no power of appointment or removal of the Municipal Judge, City Recorder or City Attorney.

The power of appointment and removal of the Municipal Judge, City Recorder or City Attorney remains strictly within the prerogative of the Mayor and Council, pursuant to

the City Charter.

Principal Duties and Responsibilities:

Most duties of this classification involve working with community leaders, department or division heads of the City, and the general public. Actions taken are on broad policy, planning, and budget problems of the City operations as directed by the City Council.

Key Performance Areas:

The City Manager shall:

1. Devote his/her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.
2. Enforce all the ordinances of the City including the provisions of all franchises, leases, contracts, permits and privileges granted by, or running to the city.
3. Act as purchasing agent for all departments of the City. All purchases be made by requisition signed by the City Manager.
4. Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such other reports as the City Council may request.
5. Supervise all public utilities owned and operated by the city and shall have general supervision over all city real or personal property.
6. Act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases.
7. Supervise the expenditures of all departments, divisions or services of the City and analyze and supervise the functions, duties and activities of the various departments, boards and services of the City, and all employees thereof; make recommendations to the Mayor and City Council which, if adopted, will result in greater efficiency of the overall operation of the City of Brookings government.
8. When authorized by the City Council, the City Manager shall develop and organize improvement projects and programs, and aid and assist the Mayor and City Council in carrying the same through to a successful conclusion.
9. Make and keep an inventory of all personal and real property owned by the City and advise the Mayor and Council concerning the purchase of new machinery,

- equipment, supplies, or services which can be obtained under terms and conditions most advantageous to the City.
10. Make, or cause to be made, studies and surveys of the responsibilities, duties and work of the personnel employed by the City; inform and update the Mayor and Council in regards to his/her decisions on abolition, consolidation, transfer, removal of positions or personnel, or any other administrative decisions made by the City Manager which is his/her judgment will increase administrative efficiency.
 11. Endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in his/her contacts with the public, personnel employed by the City and all elected and appointed officials, to the end that the highest possible standards of public service shall be maintained.
 12. Perform such other duties as may be required of him/her by the Mayor and Council, not inconsistent with the laws of the State of Oregon and the Charter and Ordinances of the City of Brookings.

Employment Standards:

1. The City Manager shall be appointed by the Common Council of the City of Brookings, shall serve for an indefinite term and may be removed with or without cause by a majority vote of the members of the City Council presently holding office at the time of such vote.
2. The City Manager shall receive such compensation as the Mayor and Common Council shall fix from time to time by motion noted in the minutes of the Council.
3. At the time of appointment the person so appointed as City Manager need not be a resident of the City of Brookings, Oregon, or of the State of Oregon but within six months of the date of appointment shall reside within said City and State for the balance of the individual's tenure in office.
4. The City Manager shall be required to carry a bond for the faithful performance of the duties of office in an amount to be determined by the City Council. The expense of said bond shall be paid from the budget of the City Manager's office.

Essential Functions:

Knowledge of. Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions. Thorough knowledge of the principals and practices of public budgeting, finance,

reporting, and personnel management, assigning and supervising the work of others. Thorough knowledge of principles and methods used in finance, budgeting, banking. Familiar with all office equipment, including word processing programs. Have extensive knowledge of office practices, procedures and methods, and of legal requirements and procedures involved in conducting elections.

Skill in: Have considerable skill in establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations, and the general public.

Ability to: Supervise and evaluate the activities of a wide variety of employees; properly delegate responsibilities to the appropriate areas, while maintaining accountability for the overall success of City services; develop and prepare effective, readily understandable correspondence, administrative reports, and public relations information.

Educational Requirements:

Master's Degree in Business/Public Administration or closely related field.

Experience:

Ten years progressively responsible public or business management experience affording a knowledge of local and state laws.

Pre-employment Requirements:

Drug screen, physical exam, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

Compensation Type: Monthly

Exemption Status: Exempt

Job Grade: Entry level through Step 6

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Administration
 Job Title: City Manager
 Reports To: City Council

The functions and abilities for successful performance in this position include, but may not be limited to:

<u>Designated Function</u>	Physical Job Functions			
	<u>Reach (Inches)</u>	<u>Distance (Feet)</u>	<u>Weight (Pounds)</u>	<u>Time (%)</u>
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5
WALKING				10
WORD PROCESSING	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

<u>Designated Function</u>	Mental Aptitudes Table		Note: Percentages may exceed 100% because functions may occur simultaneously
	<u>% Time</u>	<u>Aptitude Level</u>	
WRITING	10	1	
READING	30	1	
REASONING	100	1	
MATHEMATICS	25	1	

VERBAL

60

1

<u>Designated Function</u>	Basic Acuities	<u>Acuity Level</u>
VISION		1
HEARING		1
TOUCH		2
TASTE		3
SMELL		2

Note: Acuities levels are: High = 1 Medium = 2 Low = 3

Acuity levels are established after reasonable accommodations are provided.

TIMELINE

Meeting with Council to discuss and approve timeline and finalize advertisement	May 22, 2000
Advertisements placed in: LOC Newsletter (no charge) ICMA Newsletter (\$150-\$200) Jobs Available (\$60-\$80) The Oregonian (\$300-\$400) Other Newspaper(s): America's Job Bank Internet site - no charge LOC Website - no charge	(deadline 5/27, publish 6/14) (deadline 5/28, publish 6/5) (deadline 5/17, publish 5/22) (deadline Friday 9AM for Sunday publication-5/21)
Application deadline (LOC acknowledges all applications)	June 30, 2000
LOC screens resumes and recommends top candidates to Council	July 7, 2000
Council screens applicants and identifies candidates for background investigation (LOC sends regret letters to those applicants no longer under consideration)	July 10, 2000
Background checks completed and packets prepared and mailed to Council	July 24, 2000
Council selects candidates and arranges for interviews	July 28, 2000
Council interviews and selects new City Manager (special CC mtg) *Option of August 14 th (regular CC mtg), if applicants unable to make arrangements for interviews by August 7 th	August 7, 2000*