

agenda

CITY OF BROOKINGS

SPECIAL COUNCIL MEETING

Brookings City Hall Council Chambers

898 Elk Drive, Brookings, Oregon

May 15, 2000

7:00 p.m.

Vault
Copy

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATION BY LEAGUE OF OREGON CITIES - Executive Director
Richard Townsend
- V. COMMENTS FROM AUDIENCE
- VI. COUNCIL DISCUSSION
- VII. COUNCIL ACTION
 - A. Adoption of Standards, criteria and policy directive to be used in hiring the City Manager
 - B. Approve advertisement
 - C. Approve time-line
- VIII. COUNCIL COMMENTS
- IX. ADJOURN



May 3, 2000

Bob Hagbom
Mayor
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: City Administrator Recruitment Services

Dear Mayor Hagbom:

Thank you for your recent inquiry in the League's City Administrator Recruitment Service. As a follow-up, let me briefly outline the key elements of the League's City Administrator Recruitment Services (CARS) which are available to the City of Brookings, or will give you a good representation of the type of process we use.

My meeting with the council has been scheduled for May 15th at 7:00 p.m. At this meeting it would be my intent to perform items (1) and (2).

1. We will draft and place advertisements and develop with the council a time line for the recruitment process.
2. At the same meeting we will receive input for a draft *profile* for the city manager position. The profile is generally used to tailor a job description when advertising the position, as well as a guideline for the Council as they sort through resumes and interview candidates.
3. All applications will be sent to LOC, if the city so desires. We will then send acknowledgment letters under your signature to all candidates applying.
4. We will respond to inquiries concerning the recruitment status during the process.
5. We will screen the applications down to those which most closely fit the developed *profile* and forward recommendations to the Council for further local screening. (However, *all* applications will be sent to the city for review.)
6. We will perform background checks on candidates which the Council will choose. We will prepare packets of information on those finalists for yourself, each Council member and designated staff.
7. We will send out rejection letters as appropriate in the process. The city will send out the rejection letters to the unsuccessful finalists.

The above process is not a rigid one. I am available to meet with you and the Council to discuss the process as it unfolds or to assist in any other way which they feel might be appropriate.

Working together for livable Oregon communities

Bob Hagbom
May 3, 2000
Page Two

The fee for our CARS service is \$5,000 plus the actual cost of ads placed, and postage for correspondence to applicants. This fee covers all elements described above including up to four (4) background checks. Additional background checks are \$250 each. If the city desires only one or two of the outlined services, a reduced rate may be negotiated. Conversely, if the city desires additional assistance, such assistance will be provided at additional cost. Additional assistance might include helping the Council prepare for the interview process or assistance with an assessment center.

It generally takes approximately 3 ½ months from the time of placing advertisements to the time of making a final selection; however this can be pared down to accommodate the council's wishes. The attached timeline shows a slightly shorter time frame.

Enclosed is a copy of our *Guide to Hiring a City Administrator* which I think you will find helpful. I look forward to meeting with you and the council on the 15th. In the meantime, if you have any questions or need anything, please let me know.

Sincerely,



Richard C. Townsend
Executive Director

RCT:jr
Enclosures

CITY MANAGER RECRUITMENT

CITY OF BROOKINGS

Draft Timeline

Meeting with Council to discuss and approve timeline
and finalize advertisement
Advertisements placed in:

May 15, 2000

LOC Newsletter (deadline 5/27, publish 6/14) (no charge)

ICMA Newsletter (deadline 5/28, publish 6/5) (\$150-\$200)

Jobs Available (deadline 5/17, publish 5/22) (\$60-\$80)

The Oregonian (deadline Friday 9 a.m. for Sunday publication) (\$300-\$400) (5/21)

Other Newspaper(s):

America's Job Bank Internet site - no charge

LOC Web site - no charge

Your local paper?

Application deadline

June 30, 2000

(LOC acknowledges all applications)

LOC screens resumes and recommends
top candidates to Council

July 7, 2000

Council screens applicants and identifies
candidates for background investigation

July 18, 2000

(LOC sends regret letters to those
applicants no longer under consideration)

Background checks completed and packets
prepared and mailed to Council

August 1, 2000

Council selects candidates and arranges
for interviews

August 15, 2000

Council interviews and selects new City Manager

August 29, 2000

(City sends regret letters to candidates
interviewed, but not selected)

Approved by City Council:

(Signature)

(Date)

Sample Advertisement

CITY MANAGER CITY OF BROOKINGS

City Manager — Brookings, Oregon. Population 5,620. (Description?)

Salary range \$ _____ - \$ _____/mo. DOQ, plus benefits. Staff of ____; annual budget \$ _____. Position responsible to mayor and 7 member council. Experience desired in _____

Bachelor's degree in _____ or related field and ____ years' municipal management experience required. Send resume, salary history and references to: Brookings Manager Recruitment, P.O. Box 928, Salem, OR 97308. Closing date: June 30, 2000.

* * * * *

OTHER EXAMPLES

City Manager - COQUILLE, Oregon. Population 4,200. Salary range \$50,000 - \$54,000, plus benefits. \$7.5 mil. Budget, 32 FTE employees. Wonderful full service community 18 miles inland from Southern Oregon ocean beaches. The Coquille River provides the best fishing around. Position responsible to Mayor and 6-member council. Bachelor's degree in Public Administration or related field preferred. Master's degree a plus. Three years experience in city government involving major public works improvements, economic development strategies, budgeting, personnel management, and land use planning required. Send resume, salary history and references by January 14, 2000 to: Coquille City Manager Recruitment, PO Box 928, Salem, OR 97308. Phone (503) 588-6550.

City Manager - Warrenton, Oregon. Population 4,175. Salary range \$55,000 to \$65,000 DOQ. Beautiful family- oriented coastal community with fast growing population. Staff of 35; annual budget \$6 mil; operating - \$7 mil capital improvements. Position responsible to mayor and five (5) member Council. Strong municipal management skills with knowledge in land use, human relations and local government finance desired. Bachelor's degree preferred with minimum five (5) years progressively responsible municipal management experience. Send resume, salary history and references by December 15, 1999 to: Warrenton City Manager Recruitment, PO Box 928, Salem, OR 97308. Phone (503) 588-6550.

For Reference, copy of 1986 City Manager Recruitment Advertisement:

BROOKINGS--City Manager. Population: 3,475. Salary: Current range \$29,400 - \$44,640 plus fringes. Stable management position in an expanding, beautiful coastal community. Position responsible to Mayor and four-member council, elected for four-year staggered terms. \$3 million budget, 33 employees. Full service city. Bachelor's degree with five years municipal government experience or equivalent combination of education and experience desirable. Thorough knowledge of public works and strong administrative/community relations skills necessary. Send resume, salary history and references to: Brookings Recruitment Service, P. O. Box 928, Salem, Oregon 97308. Closing date: September 4, 1986.

CITY OF BROOKINGS
CITY MANAGER

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 Assistant 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.

CITY OF BROOKINGS
CITY MANAGER

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.

CITY OF BROOKINGS
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.

CITY OF BROOKINGS
CITY MANAGER

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.

CITY OF BROOKINGS
CITY MANAGER

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, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Exempt

JOB GRADE: Entry level through Step 6

CITY OF BROOKINGS
CITY MANAGER

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:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING 5	18			
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.

CITY OF BROOKINGS
CITY MANAGER

Mental Aptitudes Table

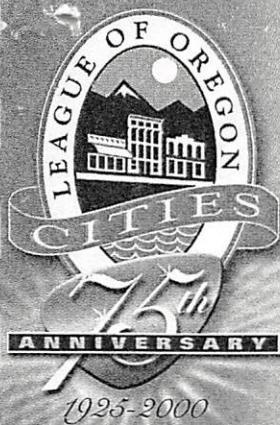
Designated Function	% Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	30	1	
REASONING	100	1	
MATHEMATICS	25	1	
VERBAL	60	1	

Basic Acuities

Designated Function	Acuity Level
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.



May 3, 2000

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League of Oregon Cities
Local Government Center
1201 Court St. NE, Suite 200
Salem, Oregon 97301

P.O. Box 928
Salem, Oregon 97308

(503) 588-6550 or 1-800-452-0338
Fax: (503) 399-4863
E-mail: loc@orlocalgov.org
Web: www.orlocalgov.org/loc/

OFFICERS

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Charlie Hales,
Commissioner, Portland

VICE-PRESIDENT
Susan Roberts,
Mayor, Enterprise

TREASURER
Lou Ogden
Mayor, Tualatin

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City Manager, Pendleton

Dave McFall,
Mayor, Eagle Point

Bob Moore,
Councilor, Gresham

Mike Swaim,
Mayor, Salem

Scott Taylor,
Mayor, Canby

Harold White,
Mayor, Aumsville

Jim Young,
Mayor, Bend

EXECUTIVE DIRECTOR
Richard C. Townsend

Handed
out
by LOC.

Bob Hagbom
May 3, 2000
Page Two

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CITY OF BROOKINGS**

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(Signature)

(Date)

Sample Advertisement

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Bachelor's degree in _____ or related field and ____ years' municipal management experience required. Send resume, salary history and references to: Brookings Manager Recruitment, P.O. Box 928, Salem, OR 97308. Closing date: June 30, 2000.

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Format for Administrator Profile

(For Council Use)

Describe the background, skills, and qualities you feel your city needs in an administrator.

General

1. Education
2. Experience

Skills and Past Performance (Be specific to issues on technical expertise as it might pertain to your city)

1. Administrative Ability
2. Budget/Finance
3. Labor Relations/Personnel
4. Community Relations
5. Council Relations
6. Intergovernmental Relations
7. Innovation and Major Achievements

(d) The substance of any discussion on any matter; and

(e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting but such reference shall not affect the status of the document under ORS 192.410 to 192.505.

(2) Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 shall contain only the material not excluded under ORS 332.061. (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. Material the disclosure of which is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4]

192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits.

(1) Nothing contained in ORS 192.610 to 192.690 shall be construed to prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for the holding of such executive session. Executive session may be held:

(a) To consider the employment of a public officer, employee, staff member or individual agent. The exception contained in this paragraph does not apply to:

(A) The filling of a vacancy in an elective office.

(B) The filling of a vacancy on any public committee, commission or other advisory group.

(C) The consideration of general employment policies.

(D) The employment of the chief executive officer, other public officers, employees and staff members of any public body unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body and there has been opportunity for public input into the employment of such an officer. However, the standards, criteria and policy directives to be used in hiring chief executive officers shall be adopted by the governing body in meetings open to the public in which there has been opportunity for public comment.

(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, unless such public officer, employee, staff member or individual agent requests an open hearing.

(c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085, 441.087 and 441.990 (3) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(f) To consider records that are exempt by law from public inspection.

(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

(i) To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers shall be adopted by the governing body in meetings open to the public in which there has been opportunity for public comment. An executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member shall not include a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

(k) By a health professional regulatory board to consider information obtained as part of an investigation of licensee or applicant conduct. Notwithstanding paragraph (b) or (c) of this subsection, subsection (5) of this

Issues for Council Discussion Prior to City Manager/Administrator Interviews

The following list of questions provides examples of topics which the city council may wish to discuss prior to the interview of candidate finalists. These ideas are not exclusive. Some questions lead to additional thoughts and your city's unique situation may lead you to ask many others.

1. What budgeted resources do you have for the recruitment process? Does the amount include some funding for the interview process?
 - Will you pay partially or in whole for candidate travel expenses?
 - Do you want the spouse to accompany the candidate, and at who's expense?
 - Will the city set up a tour for candidates?
 - Will you have a function for candidates and/or spouses such as a lunch, dinner, social hour, etc. (get to know them a little bit more on a less formal basis than what the interview process provides)?
 - Where would you lodge the candidate(s) if need be? Would the city pay for this expense?
2. The candidate may ask a number of questions. Are you prepared to answer them?
 - Can you offer me any relocation expense assistance?
 - Do I have to live in the city? If so, how long of a grace period do I have?
 - Is the salary range, as advertised, firm, or may we negotiate something different?
 - What benefits does an employee receive in addition to his/her salary?
 - Would the city be willing to pay for any additional benefits (such as professional memberships, professional education opportunities, travel/lodging/registration for workshops or conferences)?
 - Does the city have a vehicle I can use for city business, or do you reimburse for use of a private automobile?
 - May I have an employment contract? (If the answer is yes by the council, then you have a whole set of additional questions to be dealt with - chat with your city attorney for starters.)
 - Does the city provide per diem when I go out of town on city business?
 - Will the council conduct an evaluation on my performance? Over what period of time?
3. Another set of questions the candidate may ask pertain to the job:

- Are there any hidden agendas that the council hasn't told me about; for example, another employee wanted my job, the council expects me to hire or fire someone right away, etc.?
- What is the expected relationship between the council and my management of city affairs?
- Who has the ultimate authority for hiring, promotion, discipline and termination of employees - subject to bargaining contracts?
- If you had to list the highest priority for me to accomplish over the next year, what would that be?
- What is your highest priority for accomplishment by me over the next three years?
- How long will you give me to leave my current job and relocate to ____ (City) ____?
- How soon will I hear from you on your final selection decision?

SALARY DATA KEY (CONT'D)

1 LGPI Job Title Director - Public Works 3 Job Summary Plan, organize, direct and control the functions of the Public Works Department.

2 LGPI Job Code 1010

4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Established Title	JM	EE	HRS	STP	MIN	HI/CP	MAX	FLAT	AC	CR	JobS	Ees	NxtChg	Representation

SALARY DATA LEGEND

- 1 & 2 LGPI Job Title and LGPI Job Code -- Standard job title and job code assigned by LGPI.
- 3 Job Summary -- Abbreviated position description. For more detailed job information, see the Job Description Summaries.
- 4 Established Title -- Title assigned to the position by the survey participant.
- 5 JM -- Quality of job match.
 L = Participant position has substantially less responsibility than the survey position.
 G = Participant position is a good match to the survey position.
 B = Participant position has substantially more responsibility than the survey position.
- 6 EE -- Number of employees in the position who are working the hours per week reported under "Scheduled Hours per Week".
- 7 HRS -- Scheduled hours per week -- Standard number of hours worked per week by the majority of employees in the position. Excludes overtime.
- 8 STP -- The number of steps from minimum to high inclusive.
- 9 MIN -- The lowest rate of the participant's formally established salary range for the position.
- 10 HI/CP -- HI (HIGH) found in Step Systems or CP (Control Point) found in Open Range Systems. The highest rate of the participant's formally established range for the position.
- 11 MAX -- An additional rate of compensation available beyond the high (in Step B Systems) or beyond control point (in Open Range Systems), paid solely for proficiency or merit. Does not include bonuses, educational pay or longevity pay.
- 12 FLAT -- The flat rate the survey participant organization pays for the position.
- 13 AC -- Indicates whether the position is eligible to receive additional cash compensation.
- 14 CR -- Indicates whether the position requires job-related certifications, advanced degrees, or registrations not included in the full job summary.
- 15 JobS -- The level of the position in its job family series. If the organization did not report information "O/O" appears in the column. Organizations should take care when using this information.
- 16 EEs -- The number of FTE supervised/managed by the position directly and/or indirectly. Organizations should take care when using this information.
- 17 NxtChg -- The next date the position will receive a change in wage rates as stated in the contract. If a date does not appear in this column for positions in a Bargaining Unit, the organization did not report a date. A date is not listed for non-represented positions. N/S indicates the contract was not settled.
- 18 Representation -- The Bargaining Unit to which the majority of the employees in the position belong. N/R indicates the position is not in a bargaining unit.

SALARY DATA - CITIES & COUNTIES

LGPI Job Title City Manager/Administrator

Job Summary Head the administration of city government. Manage employees directly or indirectly through subordinate supervisors.

LGPI Job Code 430

Established Title		JM	EE	HRS	STP	MIN	MAX	FLAT	AC	CR	JobS	EES	NxtChg	Representation
# of City	# of Emp	Population Group Average												
11	11	5,000 to 9,999												
City of Brookings	City Manager	G	1	40	0			5,040	Yes	Yes	1 / 1	48		N/R
City of Cottage Grove	City Manager	B	1	40	0			5,250	Yes	No	1 / 1	97		N/R
City of Fairview	City Administrator	G	1	40	0			5,751	Yes	No	0 / 0	28		N/R
City of Hood River	City Manager	G	1	40	0			4,740	No	No	1 / 1	6		N/R
City of Independence	City Manager	G	1	40	0			5,167	No	No	1 / 1	12		N/R
City of Monmouth	City Manager	G	1	40	0			8,044	No	No	0 / 0	53		N/R
City of North Bend	Administrator	G	1	40	0	5,063	8,455	8,455	Yes	No	1 / 1	95		N/R
City of Prineville	City Manager	G	1	40	0			5,275	Yes	No	0 / 0	60		N/R
City of Sandy	City Manager	G	1	40	0			5,820	No	No	1 / 1	6		N/R
City of Seaside	City Manager	G	1	40	0			5,555	Yes	Yes	1 / 1	9		N/R
City of Sheridan	City Manager	G	1	40	0			4,583	No	No	0 / 0	4		N/R
City of Sherwood	City Manager	G	1	40	0			8,333	Yes	No	0 / 0	56		N/R
City of St. Helens	City Administrator	G	1	40	5	4,559	5,544		No	No	1 / 1	64		N/R
City of Sutherlin	City Manager	G	1	40	4	4,463	5,400		Yes	No	1 / 1	42		N/R
City of Sweet Home	City Manager	G	1	40	5	4,385	5,330		Yes	No	0 / 0	56		N/R
City of Talent	City Administrator/Recorder	B	1	40	0	4,583	5,417	5,417	No	No	1 / 1	2		N/R
16	16	Population Group Average												
		2,500 to 4,999												
City of Aumsville	City Administrator/Recorder/Treasurer	B	1	40	7	3,318	4,318		No	No	1 / 1	4		N/R
City of Bandon	City Manager	G	1	40	0			4,834	No	No	0 / 0	8		N/R
City of Coquille	City Manager	G	1	40	0			4,353	No	No	0 / 0	0		N/R
City of Creswell	City Administrator	G	1	40	0			4,410	Yes	No	1 / 1	7		N/R
City of Harrisburg	City Planner/Administrator	G	1	40	8	3,608	4,593		No	No	1 / 1	9		N/R
City of Myrtle Creek	City Administrator	G	1	40	0	3,768	4,808	4,808	No	No	1 / 1	32		N/R
City of Oakridge	City Administrator	G	1	40	0	3,333	5,000	5,000	No	No	1 / 1	31		N/R
City of Philomath	City Manager	G	1	40	6	4,080	5,151		Yes	No	1 / 1	1		N/R
City of Reedsport	City Manager	G	1	40	0			3,910	Yes	No	3 / 3	37		N/R
City of Toledo	City Manager	G	1	40	0			5,550	No	No	1 / 1	48		N/R
City of Umatilla	City Administrator	G	1	40	0			4,456	No	No	0 / 0	30		N/R
City of Veneta	City Administrator	G	1	40	0			4,892	No	No	1 / 1	9		N/R

Note: Dollars have been converted to a 40 hour work week unless standard work week exceeds 40 hours. Pay adjustments for required certifications have been added to the salary amounts reported.

SALARY DATA - CITIES & COUNTIES

LGPI Job Title City Manager/Administrator

Job Summary Direct the administration of city government. Manage employees directly or indirectly through subordinate supervisors.

LGPI Job Code 430

Established Title		JM	EE	HRS	STP	MIN	H/CP	MAX	FLAT	AC	CR	Jobs	EES	NxChg	Representation
City of Winston	City Administrator	G	1	40	0				4,129	No	No	0/0	22		N/R
City of Wood Village	City Administrator	G	1	40	0				5,090	Yes	No	1/1	10		N/R
# of City	14	# of Emp	14	Population Group Average		3,621	4,375	5,804	4,625						
Population 1,500 to 2,499															
City of Columbia City	City Administrator/Recorder	G	1	40	0				3,825	No	No	0/0	7		N/R
City of Durham	City Administrator/Recorder	G	1	40	0				3,300	Yes	No	0/0	0		N/R
City of Estacada	City Manager	G	1	40	0	2,517	3,977	3,977		No	No	1/1	17		N/R
City of Gold Beach	City Administrator	G	1	40	7	2,917	3,833			No	No	1/1	17		N/R
City of Heppner	City Manager	B	1	40	0	3,229	4,196	4,364		No	No	0/0	0		N/R
City of Hines	Administrative Officer	G	1	40	0				3,000	No	No	1/1	8		N/R
City of John Day	City Manager	G	1	40	7	3,288	4,421			No	No	1/1	20		N/R
City of King City	City Manager/City Recorder	G	1	40	0				3,958	No	No	1/1	0		N/R
City of North Plains	City Manager/Administrator	G	1	40	10	3,899	6,510			No	Yes	0/0	0		N/R
City of Rogue River	City Administrator/Recorder	G	1	40	5	3,391	4,121			No	No	1/1	16		N/R
City of Shady Cove	City Administrator	G	1	40	0				4,025	No	No	0/0	12		N/R
# of City	11	# of Emp	11	Population Group Average		3,207	4,510	5,171	5,022						
Population 1,000 to 1,499															
City of Astoria	City Manager	G	1	40	0				2,917	No	No	1/1	8		N/R
City of Cannon Beach	City Manager	G	1	40	0				4,917	No	No	1/1	30		N/R
City of Cascade Locks	City Administrator	G	1	40	0				3,750	Yes	No	1/1	12		N/R
City of Gearhart	City Manager	B	1	40	8	2,648	4,281	4,498		No	No	1/1	10		N/R
City of Port Orford	City Administrator	G	1	40	0	2,333	2,667	2,667		No	No	0/0	3		N/R
City of Turner	City Administrator	G	1	40	0				3,193	No	No	0/0	5		N/R
# of City	6	# of Emp	6	Population Group Average		2,491	3,474	4,581	3,682						
Population 500 to 999															
City of Forest	City Administrator	B	1	40	0				2,552	No	No	1/1	2		N/R
City of Glendale	City Manager	G	1	40	0				2,792	No	No	0/0	0		N/R
City of Manzanita	City Manager/Recorder	G	1	40	5	3,449	4,192	4,318		No	No	1/1	10		N/R
City of Sisters	City Administrator/Recorder	B	1	40	0				4,265	No	No	1/1	7		N/R

Note: Dollars have been converted to a 40 hour work week unless standard work week exceeds 40 hours. Pay adjustments for required certifications have been added to the salary amounts reported.

CITY OF BROOKINGS
CITY MANAGER

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 Assistant 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.

CITY OF BROOKINGS
CITY MANAGER

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.

CITY OF BROOKINGS
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.

CITY OF BROOKINGS
CITY MANAGER

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.

CITY OF BROOKINGS
CITY MANAGER

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, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Exempt

JOB GRADE: Entry level through Step 6

CITY OF BROOKINGS
CITY MANAGER

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:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING 5	18			
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.

CITY OF BROOKINGS
CITY MANAGER

Mental Aptitudes Table

Designated Function	% Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	30	1	
REASONING	100	1	
MATHEMATICS	25	1	
VERBAL	60	1	

Basic Acuities

Designated Function	Acuity Level
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.



*Council
Chamber
City Manager
Recreation
Vault Copy*

May 15, 2000

Mayor Bob Hagbom and
Brookings Common Council
898 Elk Drive
Brookings, OR 97415

Dear Mayor Hagbom and City Councilors:

With the resignation of City Manager Tom Weldon, and the Council's responsibility to find suitably qualified candidates from which to select his successor, I would like to present several suggestions about the type of characteristics that a candidate for Brookings City Manager should possess, resulting from a compilation of thoughts of several of the Chamber of Commerce's Directors and myself. Opportunities currently exist that have the potential to provide the City of Brookings and the Brookings-Harbor community with a more secure and diverse economy. One that will continue to protect and enhance the quality of life that we are fortunate to enjoy.

A candidate for Brookings City Manager should:

- Be able to communicate well by having a demonstrated ability to listen to, understand and convey ideas with the Council, population at large and city staff.
- Demonstrate an active involvement in community affairs and activities, both on and off the job, in past positions.
- Be able to think systemically, by being capable of seeing the larger picture of each issue and the interplay that exists between various interests.
- Display an ability to collaborate and cooperate with others, seeking and initiating partnerships and participating in them.
- Possess a proven ability to act independently, standing up for the city's best interests.
- Be able to demonstrate fiscal astuteness with budgets and grants and an appreciation of the importance of economic development efforts for our community.

Thank you for the opportunity to be allowed to provide our input in this important process.

Sincerely,

Les Cohen
Executive Director

Memo



To: Mayor, City Council
From: Tom Weldon, City Manager *tm*
Date: May 12, 2000
Subject: Information to help you address next City Manager's salary

RECENT OREGON CITY MANAGER OPENINGS (in last year)

CITY	POPULATION	#EMPLOYEES	SALARY RANGE
Amity	1,325	10	\$ 35,000 +
Astoria	10,100	107	67,500 - 82,560
Boardman	2,900	?	44,000 - 54,000
Canyonville	1,350	8	36,000 - 40,000
Cascade Locks	1,095	15	45,000 - 60,000
Coquille	4,200	32	50,000 - 54,000
Estacada	2,190	15	?
Falls City	1,000	?	25,000 - 30,000
Florence	6,715	47	72,000 - 3 yrs ago
Garibaldi	980	?	36,000 - 39,000
Independence	5,817	30	50,000 - 65,000
Klamath Falls	19,000	150	75,000 - 85,000
Lebanon	12,480	90	63,324 - 91,836
Lincoln City	6,885	70	70,000 +
Madras	5,027	29	42,000 - 47,196
Oakridge	3,200	30	40,000 - 60,000
Port Orford	1,065	11	28,000 - 32,000
Scappoose	5,000	27	49,476 - 63,984
Sherwood	9,600	55	90,000 +
Stayton	6,290	42	60,000 - 68,000
Talent	5,050	21	55,000 - 65,000
Umatilla	3,515	27	42,000 - 53,472
Warrenton	4,200	35	55,000 - 65,000
Brookings	5,540	45	61,922-2000-01 FY

Your Community Development Director's salary for next fiscal year will be \$61,097.

I would suggest a range of \$60,000 - \$62,000, depending upon qualifications (DOQ). Hiring within this range would save you a little money over the year to help pay for LOC expenses (\$5,000) and expenses related to this process (\$3,000?). The norm would be to have some dollars to offer the successful applicant for moving (\$2,000 +?).

Normally, there would be some sort of an increase (5/%) after the new person had been on the job six months and had a successful performance review.