

RESOLUTION NO. 2224

Introduced by: All Commissioners

A RESOLUTION ADOPTING STANDARDS, CRITERIA, AND POLICY DIRECTIVES  
FOR HIRING A CITY MANAGER FOR THE CITY OF WARRENTON

WHEREAS, the City of Warrenton appointed an Interim City Manager in January 2008; and

WHEREAS, under Section 21 of the City Charter, the City Commission is responsible for appointing the City Manager; and

WHEREAS, it is desirable for the City Commission to adopt standards, criteria, and policy directives for the selection and appointment of a City Manager.

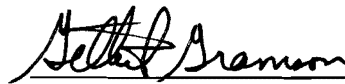
NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The standards, criteria, and policy directives the City will use as a guideline in recruiting and considering City Manager candidates during the selection process will be the City Manager Community Profile as set out in Exhibit A and City Manager Job Description as set out in Exhibit B to this resolution.

Section 2. When the Commission is engaged in the steps that involve the discussion and selection for further consideration of individual candidates and the interviewing of candidates, the Commission may elect to conduct the discussions and interviews in executive session, subject to the provisions of the Oregon Open Meetings Law. However, final action on hiring a City Manager will be taken in an open meeting.

Adopted by the City Commission of the City of Warrenton this 15th day of April 2008.

This resolution shall take effect immediately upon its passage.

  
\_\_\_\_\_  
Gilbert Gramson, Mayor

ATTEST

  
\_\_\_\_\_  
Linda Engbretson, City Recorder

# Exhibit A

## Draft Profile for LOC Website

**City Manager**– Warrenton, Oregon. Pop. 4,330 Salary \$80,000 - \$90,000 DOQ, + excellent benefits, including fully paid family health insurance coverage, city paid employee and employer contributions to state retirement plan and car allowance. \$3M General Fund budget. Staffing: 40 FTE. Warrenton has had only 6 city managers in the last 80 years. Warrenton is a full service city with police, public works (incl. water and sewer), sanitation, fire, library, and two marinas. The City Manager reports to a 5 member City Commission that seeks a person committed to an open, honest, and collaborative relationship with the Commission as a group. The City Manager is the chief administrative officer and is charged with implementing council policy and directives. He/she is responsible for the appointment and removal of all city employees. The City has an excellent and experienced group of department heads.

Warrenton is a fast growing community expected to have a population of 7,000 by 2012. A coastal community, Warrenton is the location of the regional airport, Coast Guard station, the largest state park in Oregon, and enjoys a broad, diversified economic base that includes a major natural resource (fish and timber) processing presence. Warrenton's growth is partially due to its supply of developable land and the development of 2<sup>nd</sup> homes to take advantage of Warrenton's desirable coastal location. City infrastructure capacity has been recently upgraded with the construction of new water and sewer treatment plants. Warrenton faces challenges and opportunities related to tourist traffic and continuing infrastructure needs. The City has very recently created a urban renewal district that is the site of significant retail development.

Warrenton's preferred qualifications include an open and effective leadership style, as well as experience and skills in land use, public works (including water, wastewater, and capital project oversight), local government finance, intergovernmental relations, labor relations in a unionized environment, personnel, grants, and economic development. Experience with tourism, coastal communities, marinas, and forestry would be a plus.

The city manager is expected to reside in and be an active, involved member of the community.

A bachelor's degree and a minimum of 3 to 5 years supervisory experience is required. Experience as a city manager, assistant, or department head and, M.P.A. preferred, though persons with significant management experience in analogous fields are encouraged to apply. To apply, please send a cover letter and resume that provide specific information on your supervisory and capital improvement project experience to Warrenton City Manager Recruitment, c/o League of Oregon Cities, P.O. Box 928, Salem OR 97308. Questions may be directed to Julie Oke at (503) 588-6550 or [jmoke@orcities.org](mailto:jmoke@orcities.org). **Closing Date: March 21, 2008.**

## EXHIBIT B

### CITY OF WARRENTON CLASS SPECIFICATION

#### CITY MANAGER

##### **DEFINITION**

Under the general direction of the City Commission, directs and coordinates the activities of all City departments and implements policy as established by the City Commission.

##### **DISTINGUISHING CHARACTERISTICS**

The position of City Manager is established by City Charter and is the administrative head of the City.

##### **EXAMPLES OF DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those duties which are least likely to be essential functions for any single position in this class.

1. Meets with the City Commission in regular and special meetings, gives information and transmits special or regular reports covering the affairs and needs of the City and its varied issues of municipal operations; and advises Commission members in their deliberations on policy or legislative matters.
2. Meets with the public to provide information and assistance regarding City ordinances and policies; receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
3. Directs staff in the administration of all ordinances and the provisions of all franchises, leases, contracts, permits, and privileges granted by the City.
4. Appoints and removes all City officers and employees except as otherwise provided by the City Charter; directly and through subordinate supervisors, directs and controls the work of City staff and City departments; assigns and transfers employees as necessary to obtain efficiency in City operations.

5. Administers the City personnel system including recruitment and selection, performance appraisals, collective bargaining, labor contract administration, grievance resolution and employee terminations.
6. Supervises and participates in the preparation of the annual City budget as the Budget Officer; reviews and approves departmental budget requests for submission to the Commission as appropriate, submits the estimates of revenues and expenditures to the Budget Committee; prepares or directs the preparation of such special reports as the Budget Committee or City Commission may require.
7. Seeks out financial resources available to the City such as revenue sharing, economic development grants; supervises the preparation of special grant requests.
8. Meets with representatives of other cities, the county and other governmental agencies on varied problems involved in the coordination of City services and agreements with those of other governmental units; attends meetings of various bodies directly involved in the City's operation such as the Planning Commission and provides staff assistance where requested; corresponds with other governmental agencies, private groups, and individuals on varied aspects of City business.
9. Supervises the operation of all public utilities owned and operated by the City.
10. Serves as purchasing agent, approving purchase orders and payments.
11. Exercises general supervision over all City property.
12. Confers with City staff and others on varied operating and administrative problems, proposed and reviews departments plans, programs and procedures and suggests new innovations or methods to improve the standard of services rendered by the City.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### Knowledge of:

1. Municipal government organization, powers, functions and relationships with other governmental jurisdictions.
2. Principles and practices of public administration as applied to the management of diversified municipal government services.

3. Principles and practices of public budgeting, financial management, personnel management, and records management.
4. Principles and methods used in employee-management negotiations, procurements, public works contract bidding and administration, and other aspects of municipal government operations.

Ability to:

1. Establish and maintain cooperative and harmonious working relationship with City legislative and administrative officials and employees, representatives of business and government organizations and the general public.
2. Develop and prepare effective and complete correspondence and administrative reports.
3. Make effective presentations to various groups.
4. Analyze complex problems and complete research in solving them.
5. Plan, assign, direct and review the work of others.
6. Analyze and implement municipal public service projects and programs.
7. Analyze public policy and present and apply finding.

**Experience and Training**

The knowledge, ability and skill listed above may be gained through various types of education, training and experience. A typical way to acquire the required knowledge, ability and skill is listed below.

Seven years of experience in municipal government management preferably as a city manager or assistant city manager. Graduation from a four-year college or university with major course work in public administration or related field.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Deadlines and shifting priorities are frequently part of the daily routine. Interruptions are frequent from various City staff, telephone calls, and office visitors. Some travel by car is required to attend meetings and training sessions. Availability and transportation is required to attend meetings outside of normal business hours.

Physical demands include sitting for prolonged periods; occasional lifting of files, stacks of paper, reference and other materials; moving from place to place between and within the office, as well as in outdoor locations to inspect development sites; some reaching for items above and below desk level. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.