

**A RESOLUTION OF THE CITY OF LEBANON) RESOLUTION NO. 2023- 14
ADOPTING THE POSITION PROFILE AS THE)
STANDARDS, CRITERIA, POLICY)
DIRECTIVES, AND METHODOLOGY 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; and

WHEREAS, The City Council desires a City led recruitment process; and


WHEREAS, the purpose of the Position Profile is to outline the standards, criteria, and policy directives that will be used in reviewing the City Manager candidates in addition to the desired knowledge, skills, and abilities being sought.

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON CITY COUNCIL: 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 become effective immediately upon passage by the City Council and signature of the Mayor.

Passed by the Lebanon City Council and executed by the Mayor on this 13th day of September, 2023 by a vote of 5 yeas and 0 nays.

CITY OF LEBANON, OREGON



Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED BY:



Julie Fisher, City Clerk



CITY PROFILE

Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning northwest Oregon, the City of Lebanon is conveniently positioned near major highways and urban centers. The area boasts a large variety of activities and beauty in any direction, as well as scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

Lebanon is a fast growing, vibrant city that offers its citizens a variety of recreational activities, yet still maintains a small town, neighborly atmosphere. Lebanon offers the right city manager a challenging and rewarding opportunity to shepherd the organization forward and an amazingly beautiful place to live!



THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 19,415 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities and extensive regional park system. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.



Residents of all ages enjoy the community's 300+ acres of well-maintained parks. Downtown businesses host summer concerts series in city parks and downtown Ralston park is illuminated in December for "Holidays in the Park". Cheadle Lake Park is popular with walkers, bicyclists and dog walkers, as well as home to AYSO soccer. Cheadle Lake Park renovations and expansion are currently under design to include upgraded accessibility, an amphitheater and baseball fields to further recreational opportunities for all community members.

The annual Strawberry Festival, which began in 1909, features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City That Friendliness Built."

Lebanon is home to the first medical college in Oregon in over 100 years, College of Osteopathic Medicine of the Pacific-Northwest, as well as the College of Health Sciences, and Doctor of Physical Therapy program. Equally impressive is Linn Benton Community College's Advance Transportation Technology Center and Healthcare Occupations Center. These schools offer excellent higher education and trade school opportunities. Oregon State University, the University of Oregon, and the main campus of Linn-Benton Community College are nearby.

THE CITY

Incorporated in 1878, the City of Lebanon is a full-service city with an exceptional workforce of approximately 124 FTE and a 2023-24 budget of \$68,791,302. The City operates under the Council-Manager form of government and is divided into three Wards with two councilors elected in each in alternating even years. The Mayor is elected by the entire city and serves as the chairperson at all City Council meetings and appoints all members of the City's commissions and boards.



The City Manager is appointed by and serves at the pleasure of the Council and is responsible for the day-to-day administration of city business. The City is comprised of 10 departments including Administration and City Recorder, Community Development, Engineering, Finance, Human Resources, IT, Library, Maintenance, Police and Senior Services-LINX Transit. Fire services are provided by Lebanon Fire District.



The Mission Statement: "The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community." The city council, with the city manager, work to ensure all actions of the city are in service to the community and embrace the mission.

THE DEPARTMENT & POSITION

As the Chief Executive Officer of the City, the City Manager implements the policies set by the City Council, provides leadership and oversight to staff in the delivery of City services, and serves as the City's representative regarding regional, state and federal issues.

Responsibilities Include:

- Ensure satisfactory resolution of personnel issues. Review and determine final decision on hiring, discipline, and termination recommendations.
- Manage and coordinate projects and programs to accomplish goals and objectives of the City Council, including, City Urban Renewal District(s).
- Confer with department heads and others on a variety of operating and administrative challenges, review department plans, programs and procedures, and suggest new innovations or methods to improve the standard of services provided.
- Review and approve departmental financial needs and estimates, and present budget document to City Council budget committee for discussion and approval. Administer approved budget and monitor overall expenditures to ensure budget compliance.
- Meet with the City Council at regular and special meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters. Seek to fulfill all City Council goals.
- Work with citizens and business groups to encourage and promote economic development. Attend meetings and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.
- Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible; follow through to ensure satisfactory resolution.
- Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.

OPPORTUNITIES & CHALLENGES

- The City has wetland impact issues that have a major barrier on economic development and growth. A candidate with experience working through wetland issues would be helpful.
- Economic development and diversification are essential for the City to thrive. A proven track record of working with community partners to promote economic development is highly desirable.
- Keeping asset replacement in utilities on schedule will be a challenge, however the City Council has been proactive adjusting utility rates to help fund operations and capital projects.
- The City has good surface water rights, a new water treatment plant, and adequate storage. Experience with water and sewer master plan implementation and updates is advantageous.
- Oregon budget process is rigorous and requires considerable public engagement. Experience with Oregon budget law is desirable.
- At the organizational level, the new City Manager needs to be able to review the existing decision process, be experienced with process improvement, and establishing realistic performance measures.
- While the City has a good amount of longevity in its workforce, there is the need to provide incentives for retention and succession planning in the workforce.
- The current City Hall building is aging. The City Manager will develop a plan for its eventual replacement.
- There are five urban renewal districts in the City. Two of the Districts will soon sunset. Experience with this development tool is preferred.
- Statewide, homeless service and response has been a major focus. A proactive strategy to address the continual legislative changes and on-the-ground needs is highly desirable.
- The City has two bargaining units and has experienced good labor relations. The new City Manager will be expected to build on that history.
- The City Council works well together and is very respectful of staff. The Council supports employee development, a good mentor, and a positive work environment.
- The 2040 Visioning Plan for the City encourages growth but also embraces the small town feel that makes Lebanon friendly. The new City Manager will need to help balance these values.

- Finance and Budget are always an issue in Oregon cities as revenue sources are increasingly limited compared to other states, resulting in balancing service expectations with constrained budgets. A creative and resourceful manager, who knows how to get more done with less will have an edge.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree from an accredited university in a field related to the public sector, and seven (7) years of administrative/management experience is required. A master's degree or higher in management, public administration, or related field, and membership in Oregon City/County Manager Association (OCCMA) is preferred.

While prior City Manager experience isn't essential, candidates are preferred to have local government experience and knowledge of Oregon Law (ORS).

Necessary Knowledge, Skills and Abilities:

- A leader who can see the big picture, understands strategic planning, and is able to articulate the City's story and mission to a variety of stakeholders will thrive in this position.
- The ideal candidate will have the ability to lead to good decisions and explain the reasoning. This will require the Manager to be a good listener and consistently maintain a flexible "can-do" attitude, yet not be afraid to make the tough decisions when required.
- The ideal City Manager will be a team player who is willing to delegate responsibility to department directors and trust their ability to make good decisions. The ability to establish expectations and accountability, and take a collaborative approach is essential.
- The next Manager will foster a work environment that promotes the best interest of the city without personal gain and without ego. The ideal candidate will be ethical (following the OCCMA code of ethics), confident, personable, empathetic, trusted, and respected; not autocratic. The selected candidate will have proven experience building trust in the management team and with Council.
- The ability to use logical and creative thought processes to ask pointed questions about how things can be done better and develop solutions is essential.

COMPENSATION & BENEFITS

- **\$147,576 - \$195,998 DOQ**
- 95% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Long Term Disability
- Generous Vacation & Sick Leave
- 40 Hours/Year Administrative Leave
- 12 Paid Holidays
- Oregon PERS
- Educational & Professional Development
- Employee Assistance Program
- Optional FSA, STD, Deferred Compensation, Legal, ID Theft, Trauma, Critical Care, Hospital Indemnity, and Accident Insurance



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Administration
JOB TITLE: City Manager
SALARY GRADE: NU-028

LOCATION: City Hall
DATE: August 2023
JOB STATUS: Full Time
FLSA Exempt: Yes

PURPOSE OF POSITION: Executes all administrative tasks of the City Council; plans, organizes, and directs City operations through department leadership, including the financial and personnel activities of the City; provides assistance to the Mayor and Council in developing, enacting, and administering City policies, laws, and programs; prepares and administers the City budget; and performs work as assigned. Performs various duties as contained within the City Charter. Functions as the City officer with full authority for the resolution of personnel issues and departmental actions requiring City Manager approval. To serve the citizens of Lebanon with the express intent to perform all duties and actions through a community focused lens.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Assume full management responsibility, leadership, and accountability for all City operations including Community Development, Engineering, Planning, Building, Public Works, Sewer, Storm, Water, Streets, Fleet and Facilities, Police, Library, Community Services, Information Technology, Record and Information Management, Finance, and Human Resources.
2. Live within the City of Lebanon city limits within six (6) months of appointment. *Relocation assistance of up to five thousand dollars (\$5000) available for qualified expenses.*
3. Direct the development and implementation of the City's goals, objectives, policies, and priorities with resolute purpose to serve the citizens of the community.
4. Represent the City and the City's interests on various regional committees and taskforces, and to citizen involvement groups.
5. Manage and coordinate projects and programs to accomplish goals and objectives of the City Council, including Enterprise Zone Manager and City Urban Renewal District(s).
6. Collaborate with department leadership and others on a variety of operating and administrative challenges, review departmental plans, programs, and procedures, and recommend alternate innovations or methods to improve the standard of services provided by the city.

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7. Review and approve departmental financial needs and estimates, present budget document to City Council budget committee for discussion and approval. Administer approved budget and monitor overall expenditures to ensure budget compliance.
8. Convene with the City Council at special and regular meetings. Provide information and reports covering various aspects of the City's operations. Advise Council members in their deliberations on policy and/or legislative matters. Seek to fulfill all City Council objectives.
9. Maintain positive public relations with customers and is responsible to customer needs.
10. Work with citizens and business groups to encourage and promote economic development. Attend meetings and represent the city in various organizations and groups. Explain City issues and projects and encourage citizen participation and support.
11. Respond to citizen inquiries and resolve complaints or refer to appropriate department when possible. Follow through to ensure satisfactory resolution.
12. Review local, State, and Federal legislation to determine impact on administrative plans, policies, and strategies; prepare and coordinate responses and recommendations as appropriate.
13. Manage assigned supervisors, operations, and activities to ensure compliance with departmental rules and regulations.
14. Develop and implement procedures, guidelines, and programs to improve the effectiveness and efficiency of department operations.
15. Provide recommendations regarding purchases during preparation of department budget request.
16. Participate in public relations programs, which may include speaking to citizen and school groups. Meet with citizens as necessary to respond to inquiries, complaints, and requests and to resolve problems/complaints.
17. Operate a motor vehicle safely and legally.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. A bachelor's degree from an accredited university with major coursework in public administration, business administration, finance, or a closely related field
2. Seven years administrative/management experience.
3. Broad knowledge of municipal government organization, authority, and functions; inter and intra-governmental relationships; principles and practices of public administration, budgeting, and management.
4. Familiarity with municipal budgeting practices and the modified accrual basis of accounting.
5. Any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Licenses & Certificates:

1. Possess and maintain Criminal Justice Information Services (CJIS) security clearance within the first 45 days of employment.
2. Possess and maintain a valid Oregon operator driver license with acceptable driving record.

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DESIRABLE QUALIFICATIONS:

1. Master's degree or higher in management, public administration, or related field is desirable.
2. Membership in Oregon City/County Manager Association (OCCMA) is desirable.
3. Experience in reporting requirements for Governmental Accounting Standards Board (GASB) and Annual Comprehensive Financial Report (ACFR) is highly desirable.
4. Experience managing in a municipal government that is similar to or larger than the City of Lebanon is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced, modern, and highly complex principles and practices of public administration and City government.
2. Advanced and highly complex principles, practices, and techniques of Generally Accepted Accounting Principles (GAAP).
3. Personnel policies and practices, including employee selection, supervision, training, and professional development.
4. Government budget policies and procedures.
5. Principles and practices of effective labor relations.
6. Principles of effective public relations and the interrelationship with community groups, public agencies, private business, firms, and other levels of government.
7. Principles and practices of management and supervision.
8. Principles of municipal budget preparation and fiscal accounting.
9. Principles, practices, and techniques of community and economic development.
10. Reporting and disclosure requirements of government entities.

Skill in:

1. Personnel supervision, leadership, and oversight.
2. Planning, coordinating, and directing the operations of the Department Directors.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work method procedures.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally)
8. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.

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4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective, and efficient manner.
6. Analyze facts and exercise sound judgment.

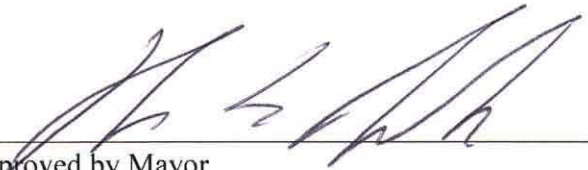
PHYSICAL REQUIRMENTS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.		X			
Walking – Even Surface				X		21-50 lbs.		X			
Walking – Uneven Surface			X			51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting			X			Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low					X
Reach – Backward		X				Noise – Moderate			X		
Climbing – stairs			X			Noise – High		X			
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand			X			Cold		X			
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours		X			

JOB TITLE – City Manager

SUPERVISORY RESPONSIBILITIES: Responsible for over 125 FTE, seldom over 150.

SUPERVISION RECEIVED: Works under the direction of the Mayor and City Council.



Approved by Mayor

I have reviewed the job description and affirm that I can perform the essential function with or without accommodation.

Employee Signature

Date