

# RESOLUTION NO. 2082 - A

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 needs to hire a permanent City Manager; and

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

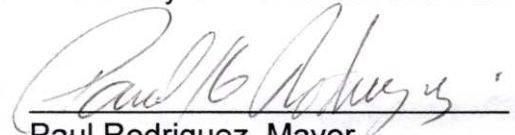
WHEREAS, it is desirable for the City Commission to adopt standards, criteria, and policy directives for the process it will follow in the selection and appointment of a City Manager.


NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The time line and steps to be followed in the City Manager recruitment and selection process will be as set out in Exhibit A to this Resolution. Additional steps may be included. When the Commission is engaged in the steps of the process 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, the final action on hiring a City Manager will be taken in an open meeting.

Section 2. The standards, criteria, and policy directives that 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 B and City Manager Job Description as set out in Exhibit C to this Resolution.

PASSED and made effective by the City Commission of the City of Warrenton this 12th day of January, 2004.

  
Paul Rodriguez, Mayor

ATTEST  
  
Linda Engbretson, City Recorder

## EXHIBIT A

### CITY MANAGER RECRUITMENT

#### CITY OF WARRENTON

#### TIME LINE

Work Session with Commission to draft Candidate Profile	10/20/03
Advertisements Placed in: LOC Newsletter - publish date 11/17/03 ICMA Newsletter - publish date 11/17/03 Jobs Available - publish date 11/17/03 Others - publish dates - varies	
Application Deadline	12/15/03
LOC screens resumes and recommends to candidates to Commission	12/29/03
Commission screens applicants and identifies candidates for background investigation	01/12/04
Background checks completed and packets prepared and mailed to Commission	02/02/04
Commission selects candidates and arranges for interviews	02/16/04
Commission interviews and selects new City Manager	TBA

## City of Warrenton

### City Manager Profile November 2003

#### **General Roles and Responsibilities**

The City Manager is hired by the 5-member City Commission (including the Mayor), and holds office at their sole discretion. The City Manager is the chief administrative officer of the city government and has hiring and firing authority over all city employees. He or she provides direction in the development, evaluation, and interpretation of policies set by the Commission, and directly or indirectly supervises their implementation in the city.

#### **Background Requirements**

Education. Minimum educational requirement for the position is a Bachelor's Degree in public administration or a related field. Advanced academic work, including a Master's Degree, is preferred.

Experience. The position requires at least five years successful experience in municipal management or public administration, with a track record of progressively more responsible positions. Private sector management would be considered a plus, but is not essential.

#### **Skills and Performance Standards**

Administrative Abilities. The City Manager needs to be a strong leader who effectively motivates staff. The position requires someone with an open communication style who enjoys working with other people. A positive approach to issues and challenges is preferred rather than "seeing the glass as half empty." Someone who works collaboratively with staff and has an "open door" policy is preferable to someone who works from a "command and control" model.

Budget/Finance. The City Manager must have a working understanding of economics and a knack for knowing how cash flow works for a city at different times of the year and being able to really stretch a dollar. He or she must take a conservative approach with the city budget, recognizing it comes from taxpayers. The City Manager needs to have knowledge and experience in different municipal financing vehicles and understand cost-accounting procedures. Familiarity with Oregon tax laws and the state's unique finance practices is an advantage. A track record of success in securing grants is another plus.

Labor Relations/Personnel. As noted above, the City Manager should be skilled in motivational leadership of the staff. Management style should be open and positive, someone who can be an effective leader and not a micro-manager. Direct communication with staff is a must so that potential problems are addressed before they grow into large ones. With one labor union in the city, he or she should have experience in negotiating labor contracts.

Community Relations. The City Manager is expected to be an active participant in the life of the community by living in the city and being involved in civic and community organizations. He or she must feel at home in Warrenton and be interested in communicating with citizens both formally and casually, and in involving them in the business of the city. It will be important to have the candidate be a good fit with the generally conservative personality of the city and recognize that the city includes more than just the downtown area.

Commission Relations. The successful candidate will have an honest, open, collaborative communication style with the Commission. Members need to be fully informed about all sides of various policy options, and the recommendations of the City Manager based on his or her professional experience. The City Manager is expected to advocate for a preferred course of action, but be willing to accept the final decision of the Commission and move forward positively to implement it. The Commission should never be blindsided by any important issue.

Intergovernmental Relations. Warrenton is involved with several other local governments—county, special districts, school districts, etc. The City Manager needs to effectively represent the interests of the city in cooperative projects, and be a collaborative participant who earns the respect of his or her peers. Because the city is a regional water service provider, it is important to quickly establish a positive working relationship with nearby local governments.

Innovations and Major Achievements. Being a coastal community, Warrenton has some special challenges with tourist traffic and infrastructure needs. The City Manager should have direct experience in the management of capital improvement projects such as water and sewer systems. A working knowledge of waterfront communities, marinas and tourist communities would be a definite plus.

## EXHIBIT C

### 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.

Five 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**

This is basically an indoor, desk job. 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.