



## RESOLUTION 2008-003

### A RESOLUTION ADOPTING CRITERIA TO BE USED IN THE SELECTION OF A NEW CITY MANAGER

**WHEREAS**, City Manager Ross Schultz has announced his retirement from the City effective August, 2008; and

**WHEREAS**, the City Council wishes to adopt criteria and standards to be used in the selection of a new City Manager; and

**WHEREAS**, the City Council with the assistance of the City Attorney has developed proposed criteria and standards for the selection of the new City Manager; and

**WHEREAS**, the City Council has provided an opportunity for public comment on the proposed criteria and standards, and has determined that the attached criteria and standards are appropriate for use in the selection process.

#### **NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

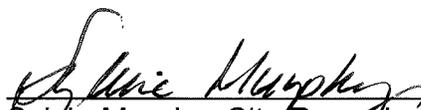
Section 1: The Sherwood City Council adopts the attached criteria, Exhibit A to be used in the selection of the new City Manager.

Section 2: This resolution is effective upon its adoption by the Council.

**Duly passed by the City Council this 10<sup>th</sup> day of January, 2008.**

  
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Keith S. Mays, Mayor

ATTEST:

  
\_\_\_\_\_  
Sylvia Murphy, City Recorder



## City Manager Profile - 2008

### 1. PERSONAL/PROFESSIONAL TRAITS & QUALITIES:

- (a) integrity and high ethical standards
- (b) approachable, positive, self-confident attitude
- (c) receptive to new ideas and change
- (d) takes innovative yet realistic approach to problem solving, decision making and goal achievement
- (e) willingness to take calculated risks, to mitigate the downside, and to recover from failures
- (f) ability to communicate clearly and effectively verbally and in writing
- (g) exercises diplomacy/respects confidentiality in professional relationships as appropriate
- (h) possesses leadership qualities that inspire staff, Sherwood citizens/business community, and region with trust and support
- (i) desire for continued personal growth and development

### 2. PERFORMANCE SKILLS/KNOWLEDGE/RESPONSIBILITIES:

#### A. General skills and knowledge:

- (1) strong overall knowledge of city operations, City Code and governing policies
- (2) keep current on:
  - i. professional issues/trends
  - ii. legislation/public policy developments
  - iii. funding opportunities and regulations
  - iv. purchasing rules and regulations

#### B. City Council Relationship:

- (1) implement Council-approved policies and programs
- (2) report to Council on regular basis; accept directions/instructions
- (3) aid Council in establishing long-range goals
- (4) keep Council informed of plans/activities of administration and new developments with adequate information to make decisions

#### C. Human Resource Management:

- (1) knowledge of applicable laws and regulations
- (2) prompt, effective performance reviews and goal development
- (3) skill to communicate City's goals to employees and exercise leadership

## PERFORMANCE/SKILLS (Continued)

### D. Fiscal Management:

- (1) prepare realistic annual budgets
- (2) seek efficiency and economy in all departments/programs in accordance with approved budgets
- (3) keep Council abreast of City financial condition
- (4) keep City bond rating at "A"
- (5) seek alternative funding sources including grants

### E. Community Visibility/External Relations:

- (1) effectively handle citizen communications
- (2) promote transparency of City operations and public information
- (3) educate public on city problems/operations
- (4) maintain contact and good working relations with community groups, other governmental entities, and media representatives
- (5) *promote positive image of City of Sherwood*

## 3. IMPLEMENTING COUNCIL GOALS:

- A. understanding of and ability to implement Council goals
- B. facilitate goal setting and Council work sessions to update and complete goals
- C. update and develop ordinances to implement Council Vision
- D. target and foster businesses that will help achieve this Vision