



Home of the Tualatin River National Wildlife Refuge

## RESOLUTION 2021-039

### ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE CITY MANAGER POSITION

**WHEREAS**, the position of City Manager for the City of Sherwood is currently vacant, and Kristen Switzer is currently serving as City Manager Pro Tem; and

**WHEREAS**, in order to comply with ORS 192.660(7), it is necessary for the City to take certain steps prior to City Council meeting in executive session under ORS 192.660(2)(a) to consider the employment of a City Manager as part of the process of filling this vacant position; and

**WHEREAS**, the City has advertised a vacancy in the position of City Manager has previously adopted regular hiring procedures in its Employee Manual which will generally apply to this hiring process; and

**WHEREAS**, the City must now therefore provide an opportunity for the public to comment on the employment of a City Manager and must adopt hiring standards, criteria, and policy directives in a meeting open to the public in which the public has had the opportunity to comment on the standards, criteria, and policy directives; and

**WHEREAS**, the City Council held a public hearing on this proposed Resolution on June 15, 2021.

### NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

**Section 1.** After considering the full record before the City Council and any testimony provided at the public hearing on June 15, 2021, the City Council finds that it is necessary and appropriate to adopt the standards, criteria, and policy directives for the filling of the vacant City Manager position set forth in Exhibit A, attached hereto and incorporated herein by reference.

**Section 2.** The standards, criteria, and policy directives for the filling of the vacant City Manager position set forth in Exhibit A are hereby adopted.

**Section 3.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 15<sup>th</sup> day of June, 2021.**

  
Keith Mays, Mayor

Attest:   
Sylvia Murphy, MMC, City Recorder

Exhibit A

**STANDARDS, CRITERIA, AND POLICY DIRECTIVES  
FOR THE FILLING OF THE VACANT CITY MANAGER POSITION**

The successful candidate for this role will have demonstrated success in strategic and visionary planning, innovation, responsiveness, and empowerment of a strong, seasoned, and committed leadership team.

Additional attributes of the ideal candidate include:

- Ability to lead with courage and conviction, exhibit decisiveness, and advance the collective direction of the Council.
- Track record of fostering a culture of learning, mentorship, recognition, accountability, and professional growth.
- A proactive, effective, honest, and transparent communicator.
- Someone who can provide and articulate the City's vision, be forward-thinking, and anticipate potential issues.
- A leader who values business principles for management and operations while also understanding how to successfully navigate and achieve in a public sector setting.
- Command of project management principles and methodologies.
- Ability to successfully manage change in challenging circumstances.
- A servant leadership mentality with a passion for public service; a genuine and accessible "people person" who will seek out opportunities to engage with members of the Sherwood team and community.

The minimum educational requirement for this position is a bachelor's degree in a relevant field from an accredited college or university. A master's degree, ICMA-CM, and/or CPM is highly desirable.

The City is seeking candidates with five or more years of experience as a City Manager, Deputy City Manager, Assistant City Manager or senior-level public administrator in a full-service city or comparable organization of similar size and complexity to Sherwood.

The City Manager Pro Tem is authorized to arrange, purchase, and/or reimburse reasonable travel expenses for finalists to attend in-person interviews in Sherwood.